Chapter 12

Payroll Periods

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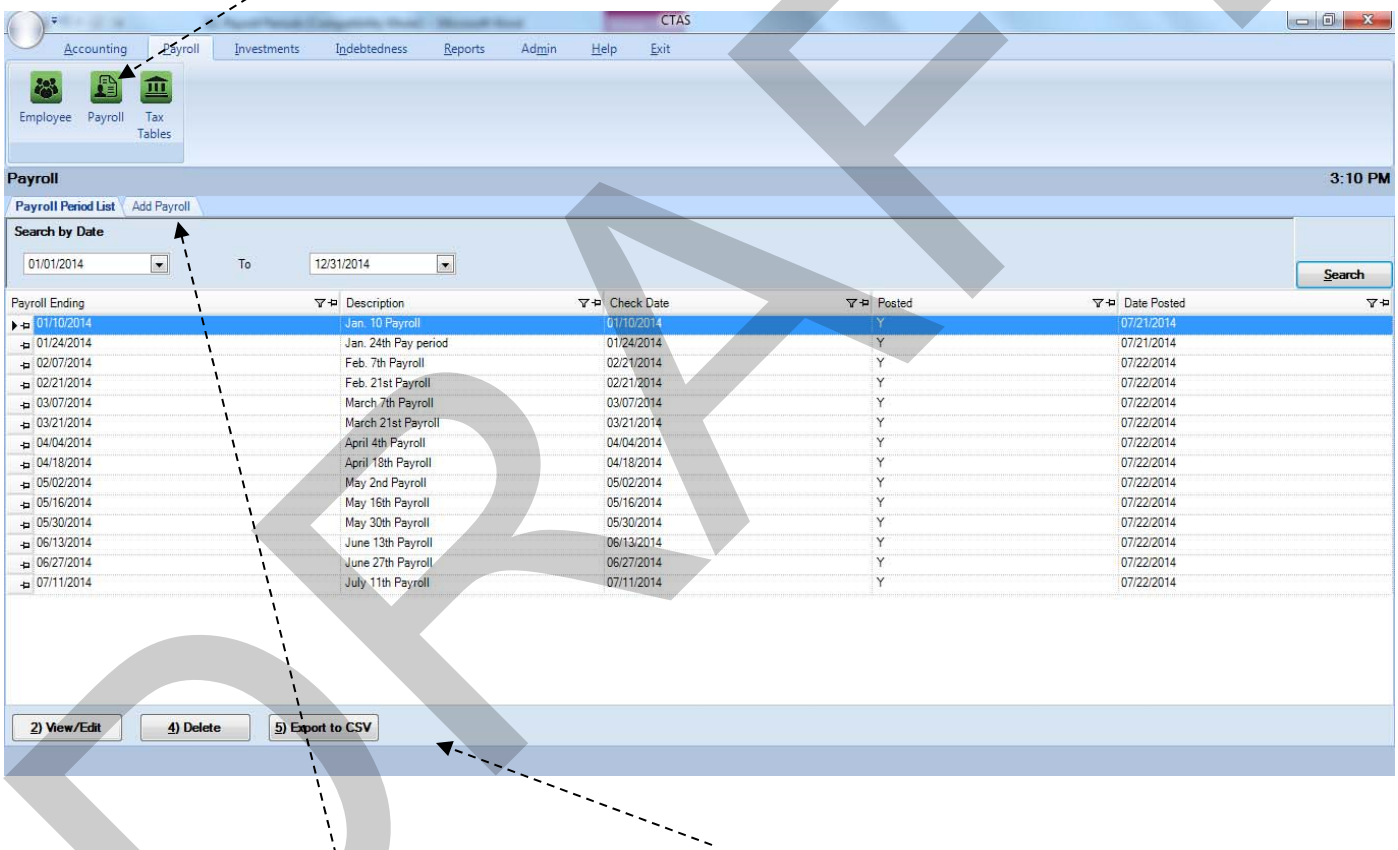
Payroll Periods: Introduction

The Payroll Periods section of the Payroll Module is used to pay the employee wages. When an employee is added, an employee payroll record for the employee is created. The employee payroll record is where the wages earned are recorded and changes to the employee information specific to this payroll period are made. Once an employee payroll record is created, any changes made in the Employee Information section will not be shown in the payroll record.

Accessing the Payroll Periods

To access the Payroll Periods section from within the Payroll Module of CTAS, click on the Payroll icon. The Payroll Period tabs will appear:



You can Add Payroll, View/Edit, Delete, or Export to CSV (export listed data from the search of the Payroll Period List tab into a spread sheet format) a payroll period from the Payroll Periods List tab. Instructions on how to create reports can be found later in this chapter.

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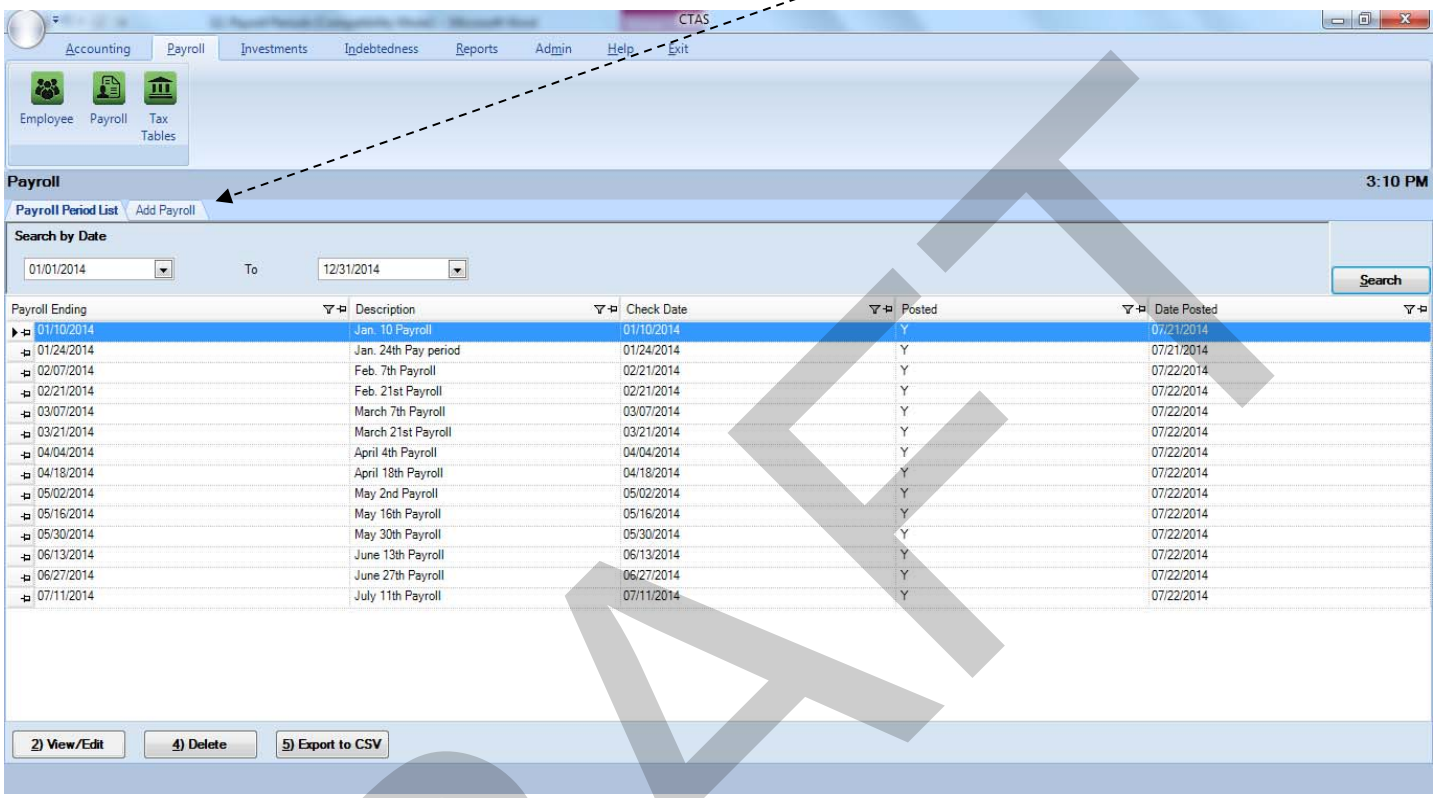
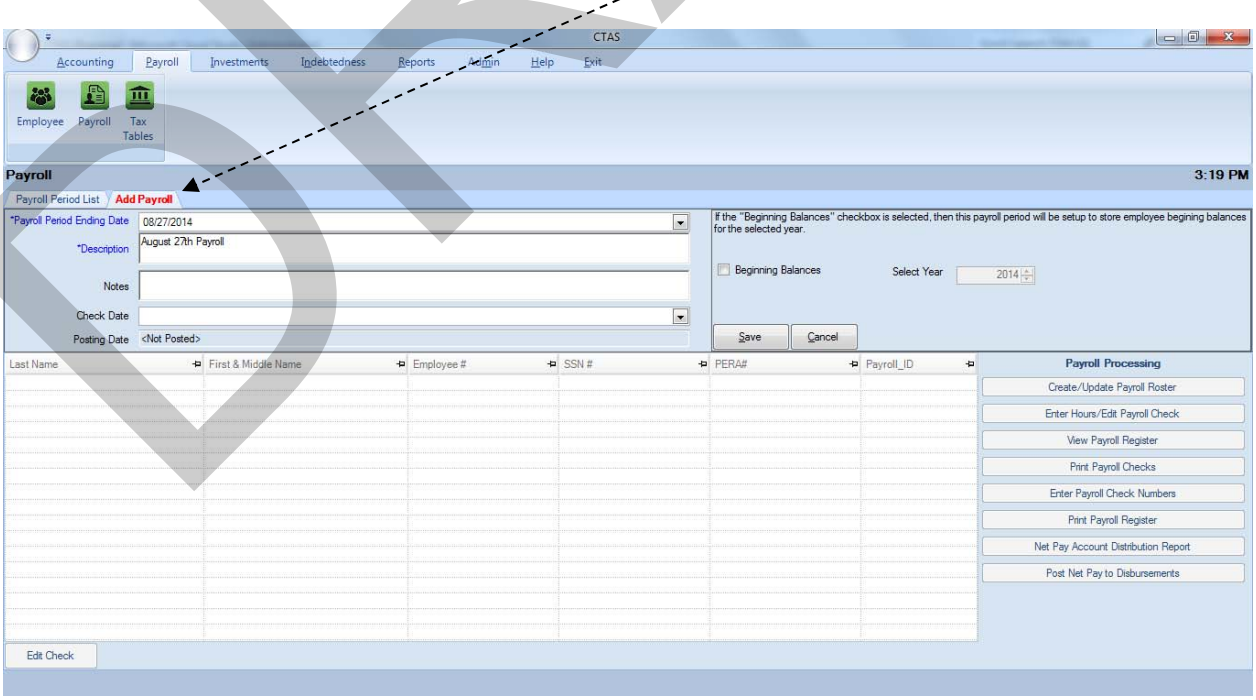
Payroll Periods: Creating a Payroll Period

To begin entering a payroll period, click on the Add Payroll tab on the Payroll screen.



After the Add option is selected, the Add Payroll tab will open:



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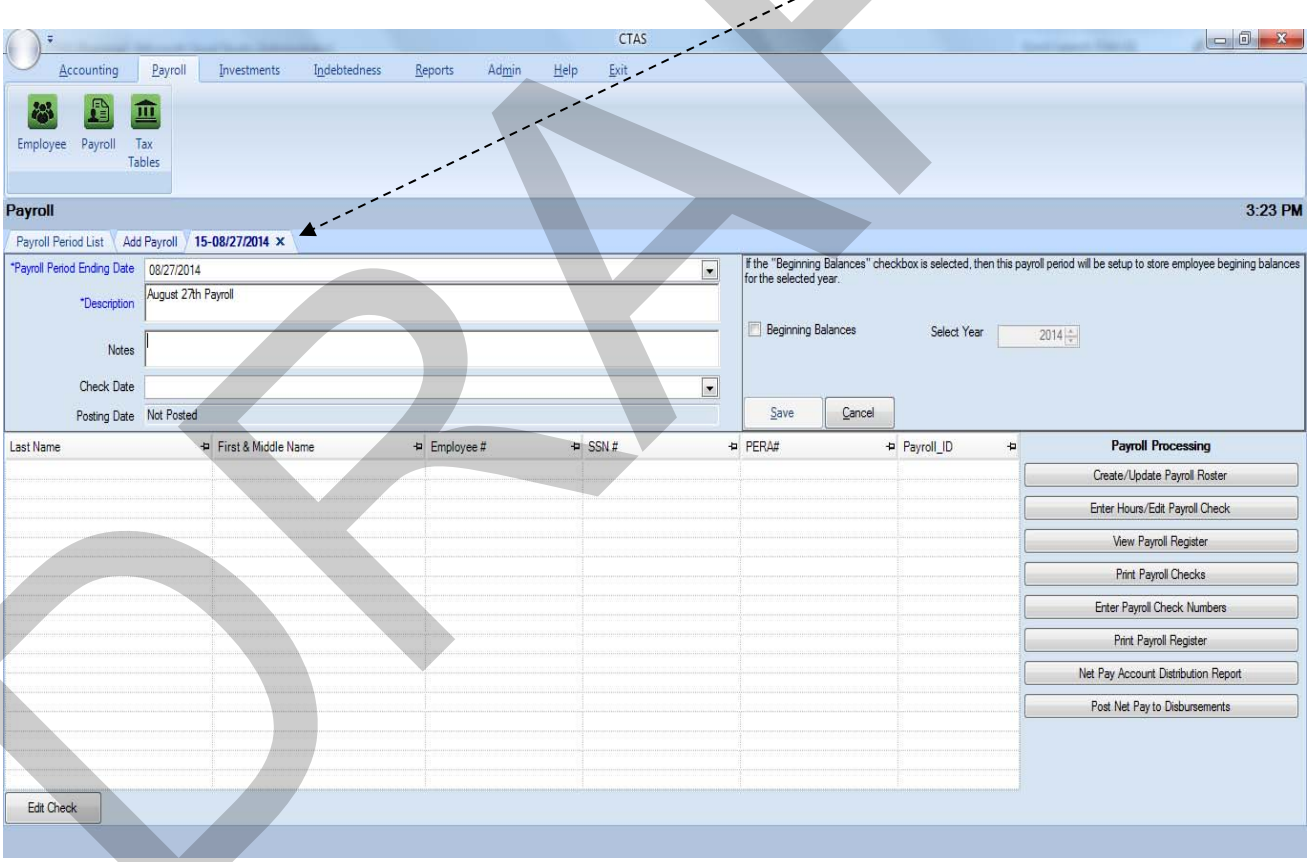
Payroll Periods: Creating a Payroll Period (continued)

When the Add Payroll tab opens, complete the following steps:

- Enter the payroll period end date in the Payroll Period Ending Date field or use the down arrow to choose a date.
- Enter a description of the payroll period in the Description field.
- Enter a Check Date.
- ***Only check the Beginning Balances box if starting the Payroll Module of CTAS in the middle of a fiscal year, having already issued payrolls in that year. (See page 12-39.)***
- Click the Save button to create the payroll period.

Payroll Periods: Payroll Period Details Screen

After saving the payroll period information, the Payroll details tab will be displayed:



On the Payroll details screen, you can add or edit notes concerning this payroll period, change the Payroll Period Ending Date, change the payroll Check Date, or do the payroll processing. Instructions on using these features can be found later in this chapter.

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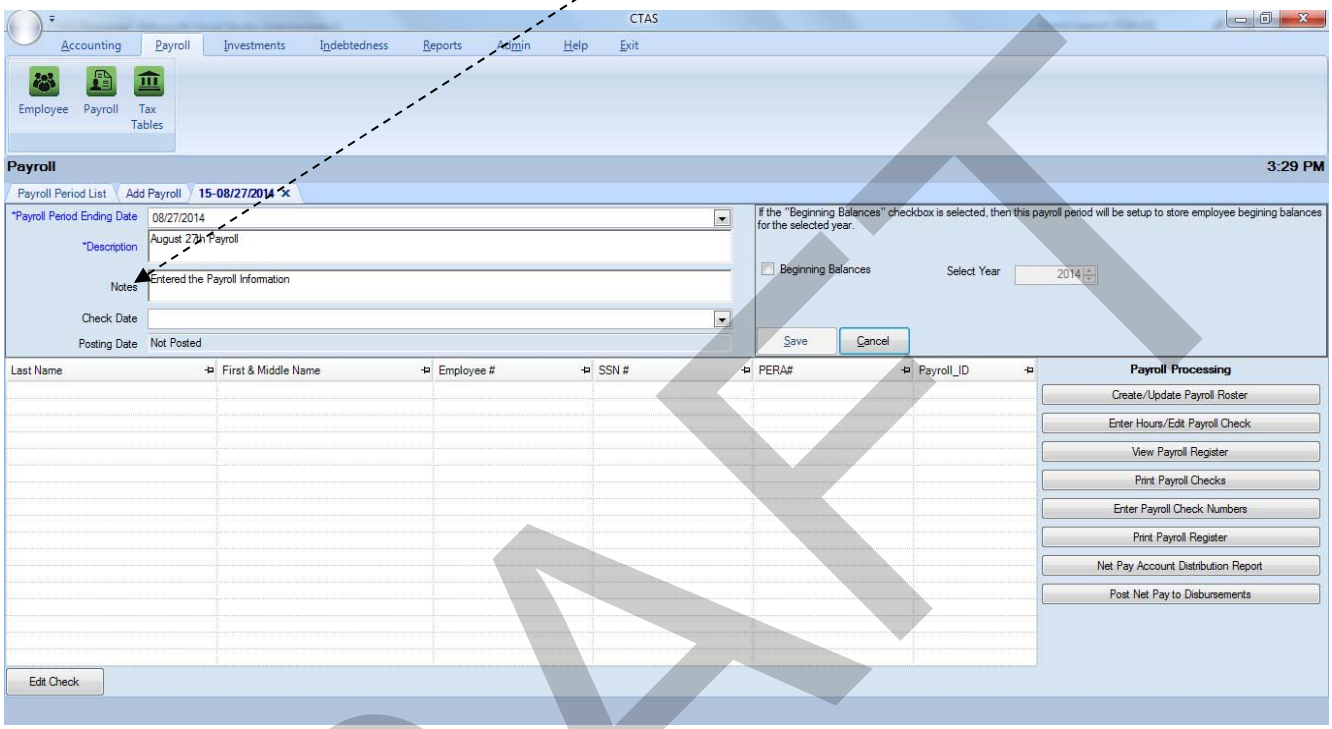
Payroll Periods: Adding Notes to a Payroll Period

When you are creating (page 12-2) or changing (page 12-49) a payroll, you can insert comments concerning this payroll in the Notes field.



You can enter up to 255 characters in the Notes field. Enter your comments, and then click the Save button to save the information regarding this payroll.

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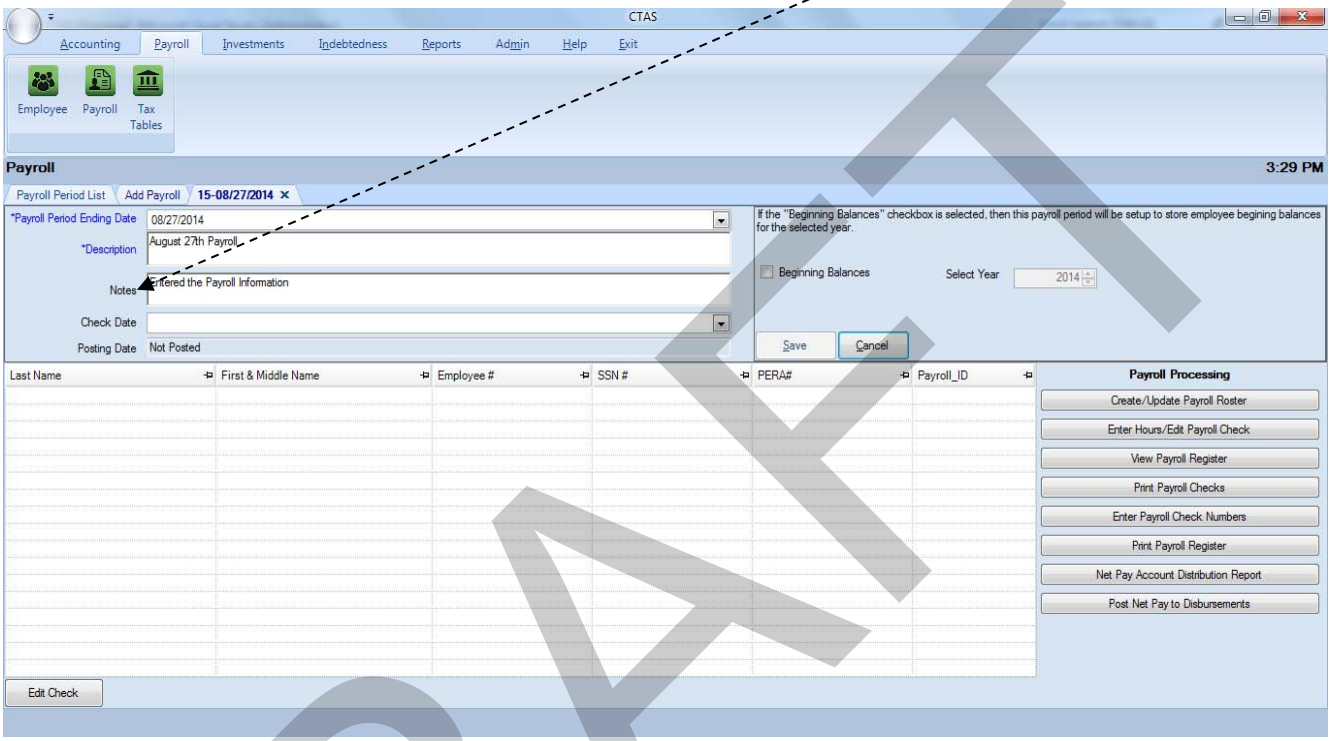
Payroll Periods: Editing Notes to a Payroll Period

You can also change (edit) the comments/information entered in the Notes field. If a comment has been entered for a payroll, the Payroll details screen allows you to edit notes in the text box.



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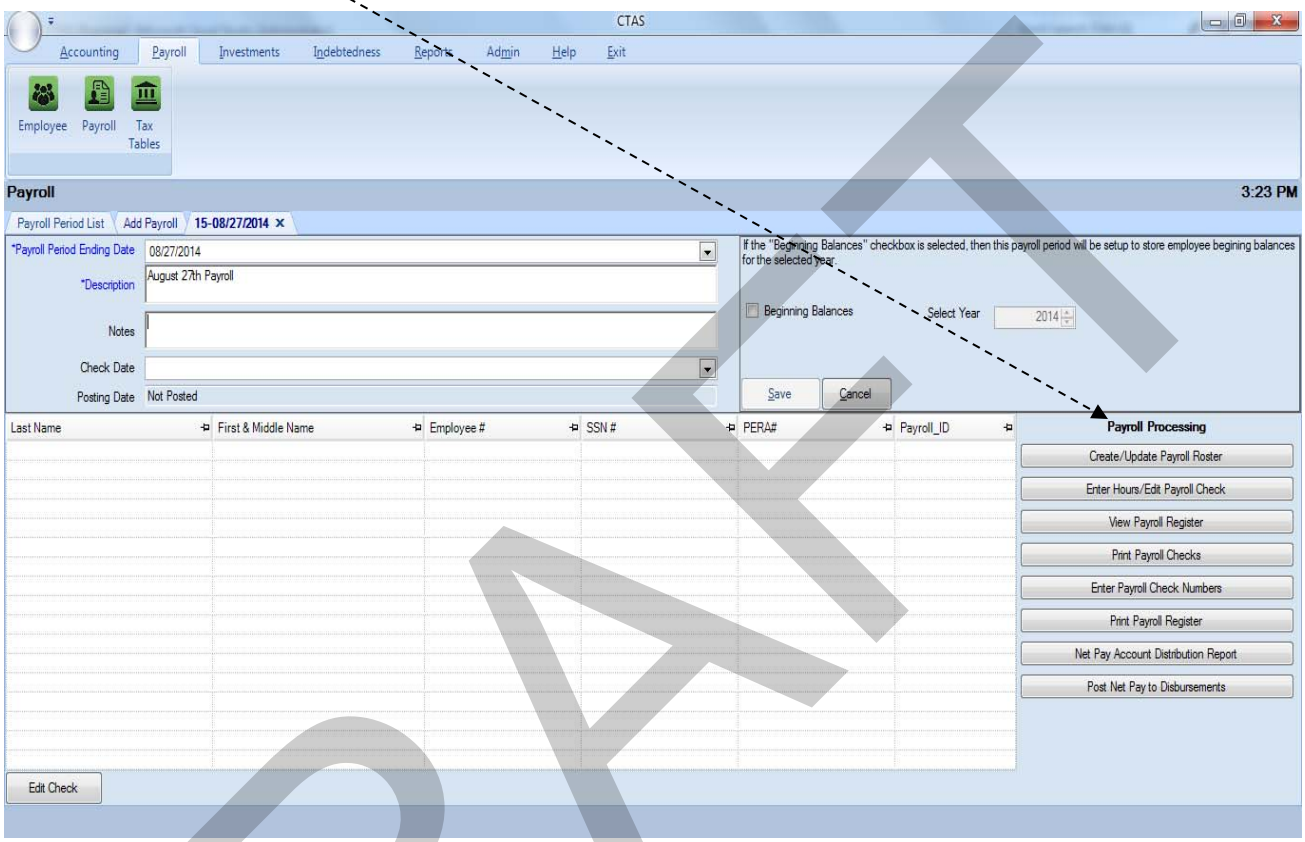
Payroll Periods: Processing a Payroll

The Payroll Processing column on the right side of the Payroll details screen contains buttons designed to assist in the preparation of the payroll.



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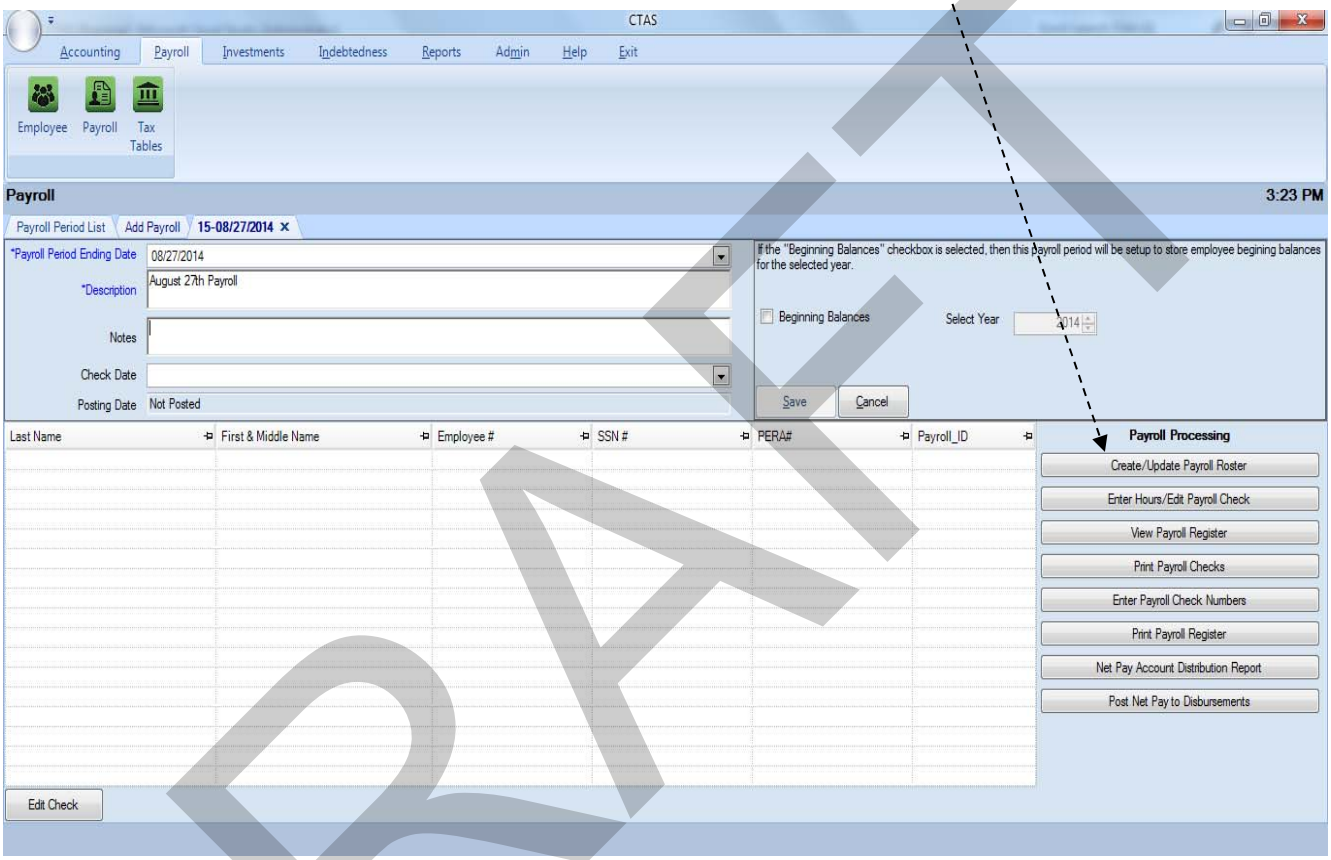
Payroll Periods: Processing a Payroll (continued)

Creating a List of Employees (Roster)

To create a list of employees to be paid, click on the Create/Update Payroll Roster button in the Payroll Processing column.



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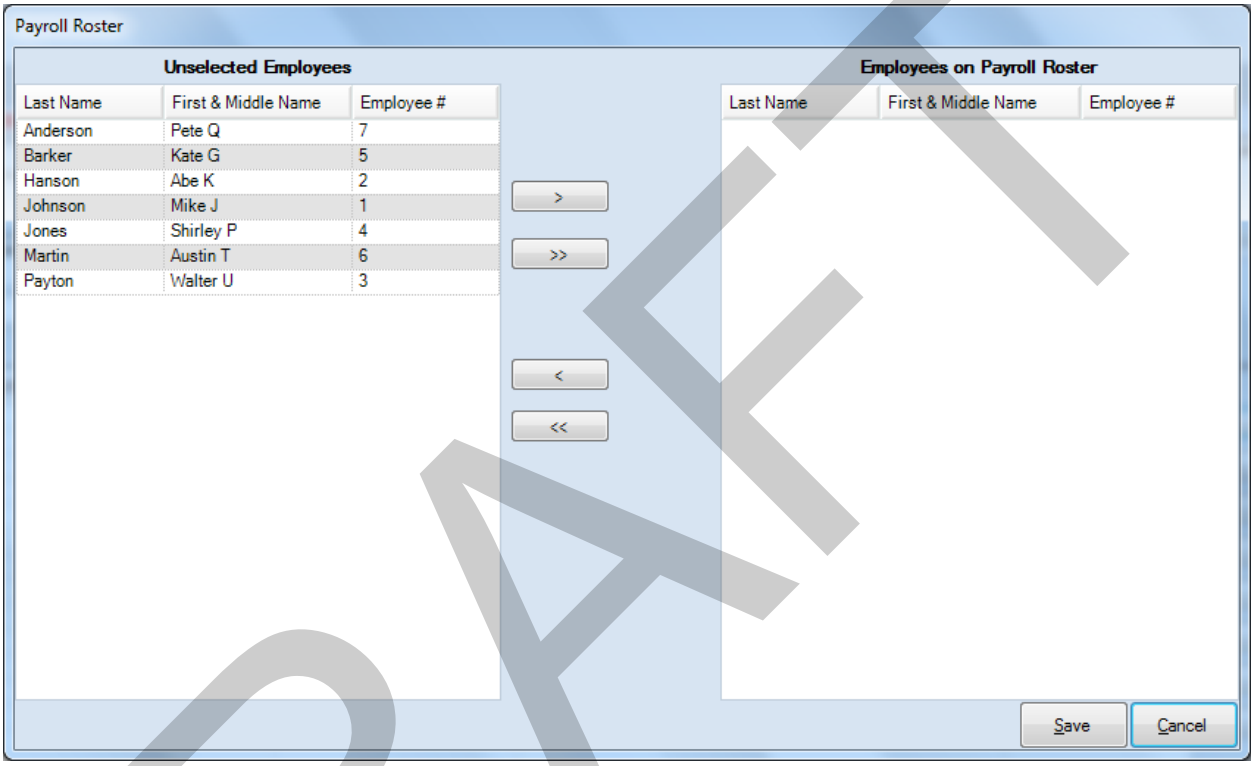
Payroll Periods: Processing a Payroll (continued)

Creating a Roster (continued)

After clicking the Create/Update Payroll Roster button, the Payroll Roster screen will appear:



To select the employees who will be paid:

- Select the names of employees to be paid from the Unselected Employees box and move the names to the Employees on Payroll Roster box. The ">>" button will move all employees' names listed in the Unselected Employees box to the Employees on Payroll Roster box. The ">" button will move the highlighted name(s) from the Unselected Employees box to the Employees on Payroll Roster box. You can also move an individual name by double-clicking on that name.
- The "<" button will move highlighted employees' names from the Employees on Payroll Roster box to the Unselected Employees box. The "<<" button will move all employees' names from the Employees on Payroll Roster box to the Unselected Employees box.
- Once all necessary employees are moved to the Employees on Payroll Roster box, click the Save button and employee payroll records will be created.

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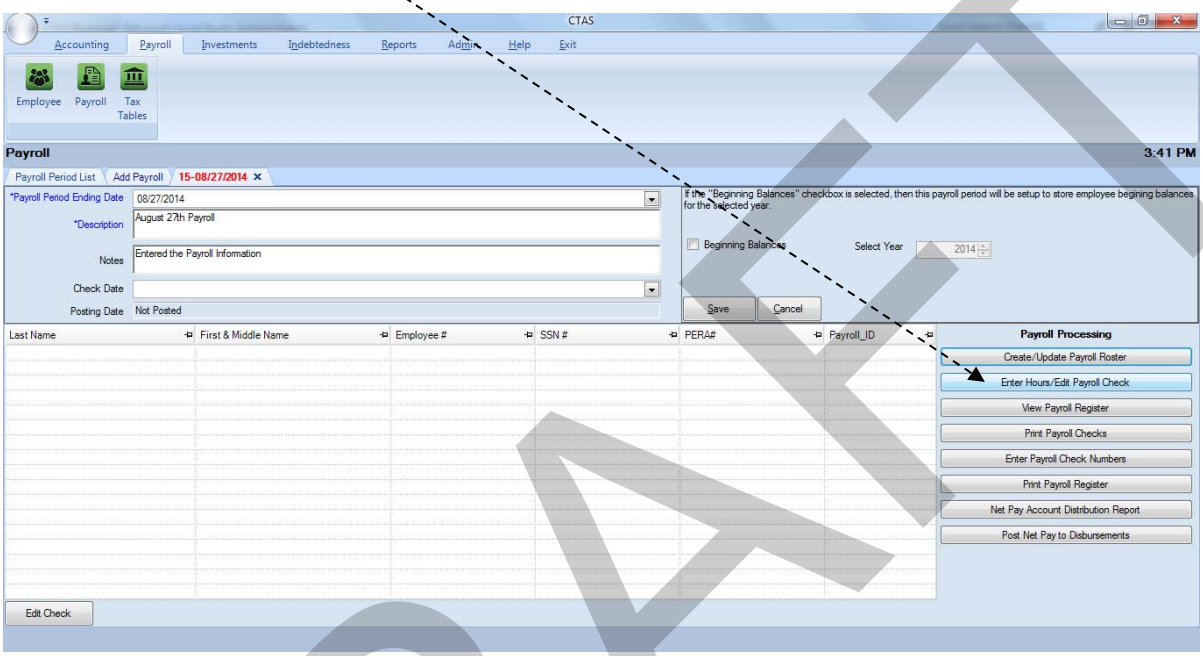
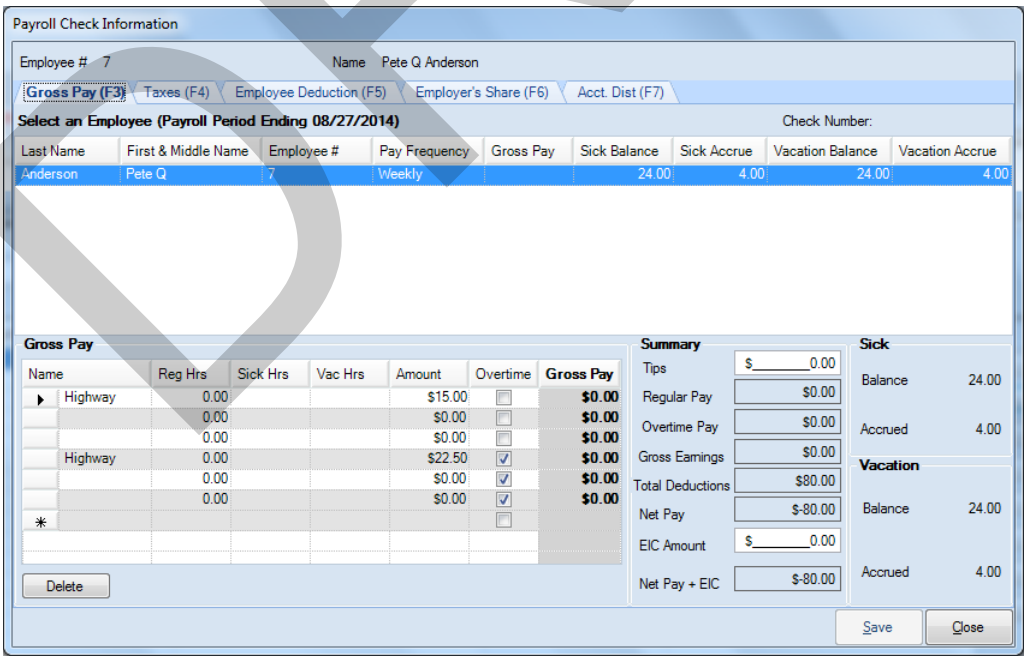
Payroll Periods: Processing a Payroll (continued)

Entering the Employee Hours

After the Payroll Roster has been created, a list of the employees on that roster will appear on the Payroll Details screen. To enter the number of hours worked, click the Enter Hours/Edit Payroll Check button in the Payroll Processing column.



When you click on the Enter Hours/Edit Payroll Check button, the Payroll Check Information screen will appear:



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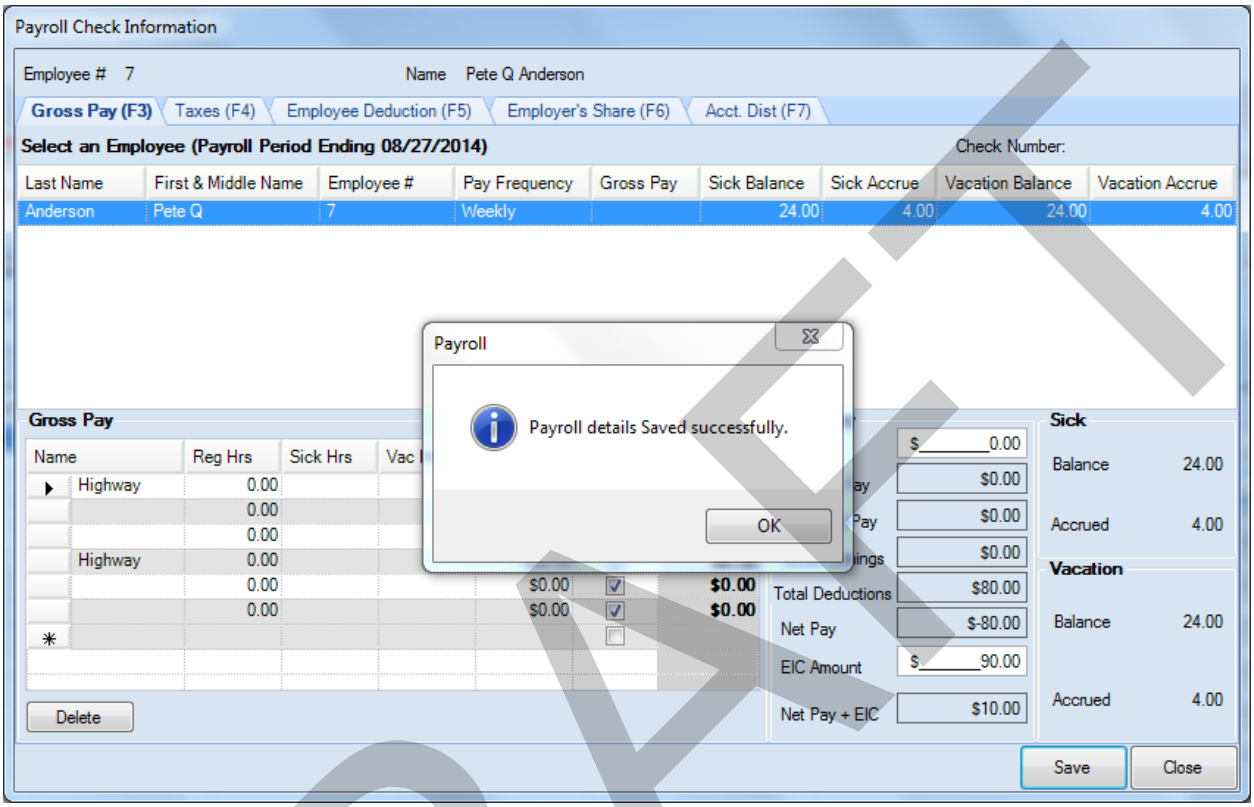
Payroll Periods: Processing a Payroll (continued)

Entering the Employee Hours (continued)



When the Payroll Check Information screen appears, complete the following steps:

- Enter the number of hours for each pay rate. When the pay rate is a meeting rate, enter the number of meetings attended in the Reg Hours field.
- Once the hours have been entered for an employee, click the Save button, then OK on the Payroll box, then select another employee to enter the hours worked.
- When the hours have been entered for all of the employees, click the Save button, then the Close button in the Payroll Check Information box.
- Information on the Taxes (F4), Employee Deduction (F5), Employer's Share (F6), and Acct. Dist (F7) tabs can be updated by clicking on the appropriate tab. For more information on these tabs, see Chapter 11 of this manual, Employee Information.

Note: Changes made to the employee payroll period record will not change any information in the Employee Information record.

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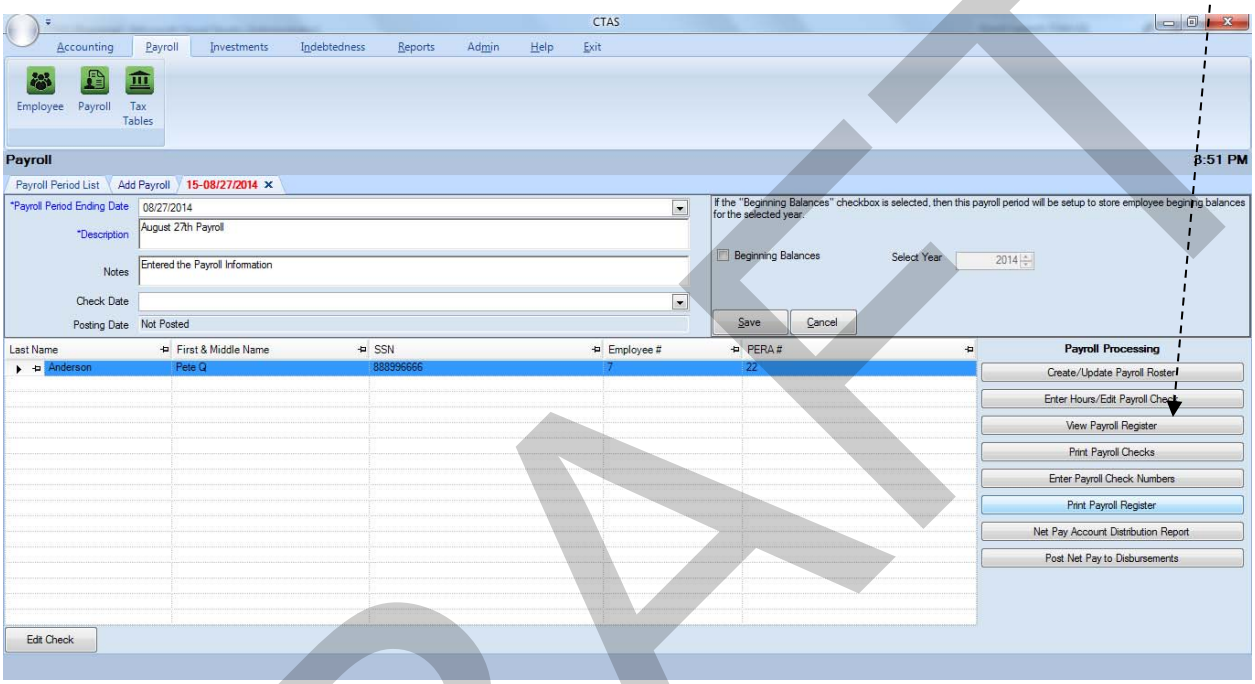
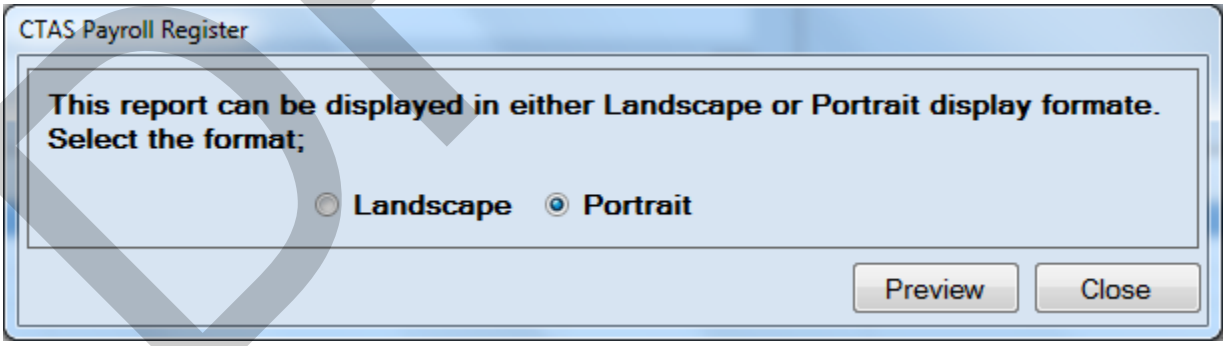
Payroll Periods: Processing a Payroll (continued)

View a Payroll Register

The next step is to view a Payroll Register. The Payroll Register can be viewed in either a Landscape or Portrait format. To view the Payroll Register, click on the View Payroll Register button in the Payroll Processing column on the Payroll details screen.



When the View Payroll Register button has been clicked, the CTAS Payroll Register screen will appear:



- If you click the Preview button, the print preview (Report Viewer screen) will show the payroll register based on the radio button option selection Landscape or Portrait format. A sample of the Landscape format can be found on page 12-13. A sample of the Portrait format can be found on page 12-14.

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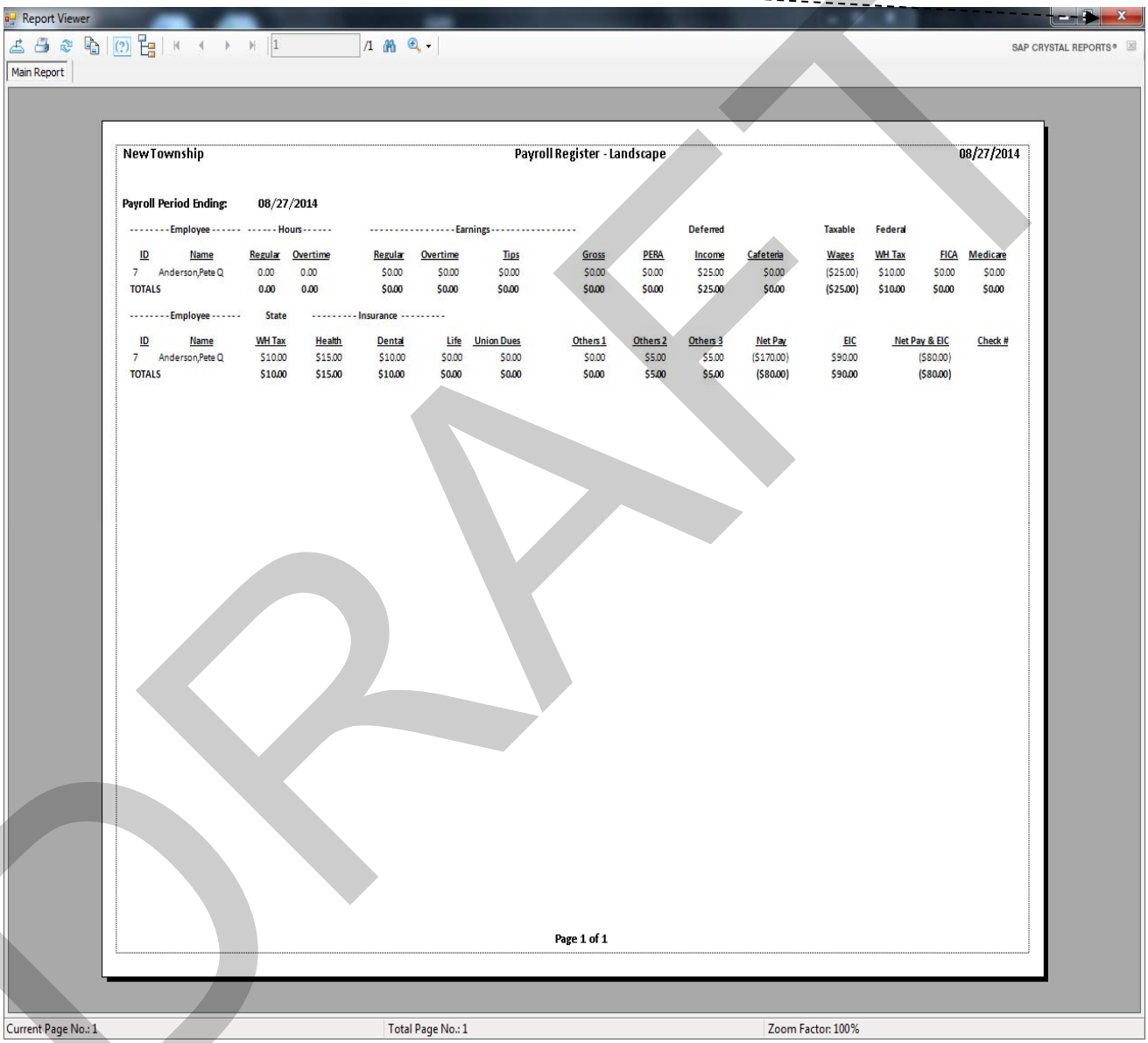
Payroll Periods: Processing a Payroll (continued)

Viewing a Payroll Register (continued)

- After reviewing the Payroll Register, close the Report Viewer window by clicking the red "X".



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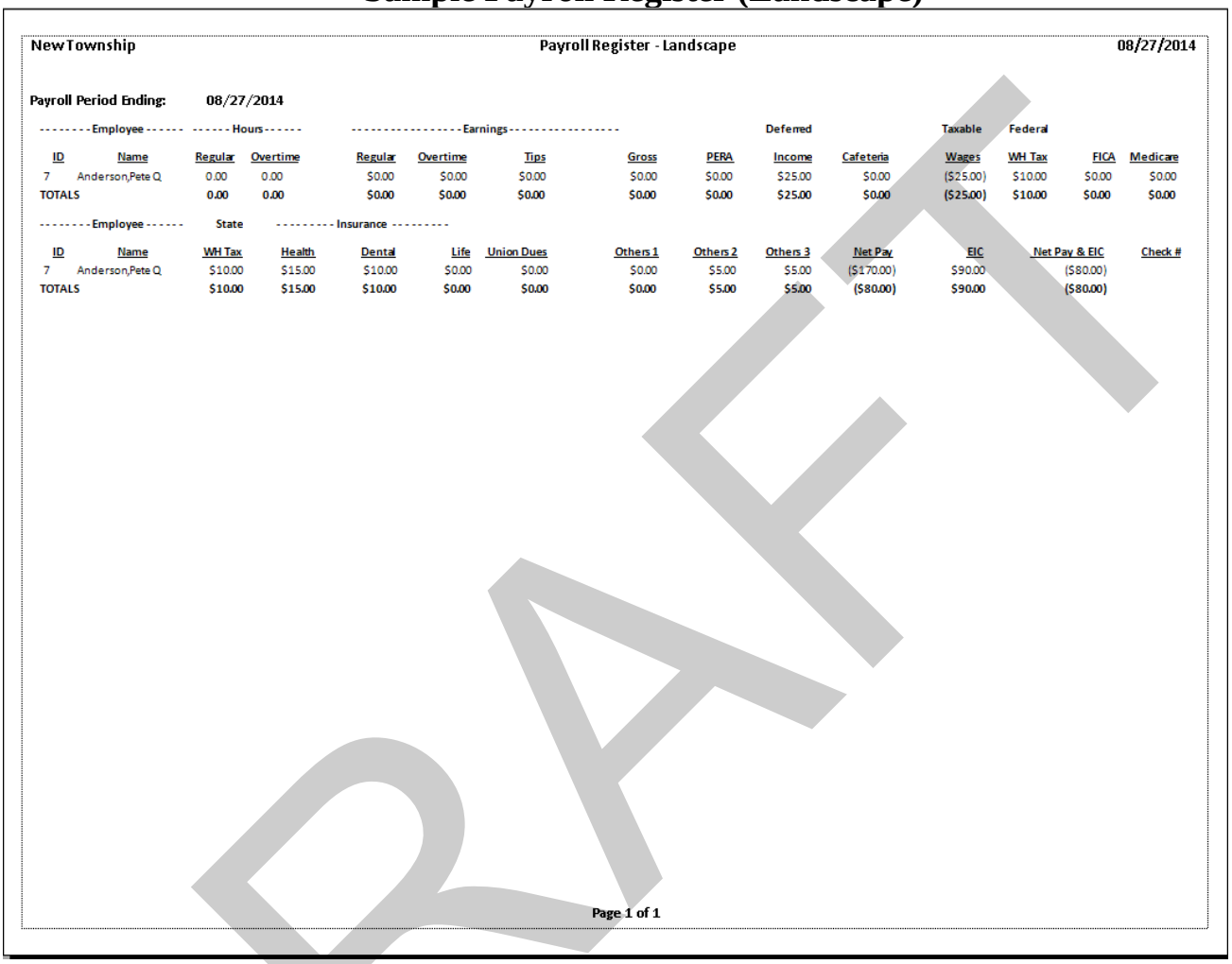
Payroll Periods: Processing a Payroll (continued)

Sample Payroll Register (Landscape)



New Township — Payroll Register - Landscape — 08/27/2014

Payroll Period Ending: 08/27/2014

Employee		Hours		Earnings					Deferred		Taxable	Federal		
ID	Name	Regular	Overtime	Regular	Overtime	Tips	Gross	PERA	Income	Cafeteria	Wages	WH Tax	FICA	Medicare
7	Anderson,Pete Q	0.00	0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$25.00	$0.00	($25.00)	$10.00	$0.00	$0.00
TOTALS		0.00	0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$25.00	$0.00	($25.00)	$10.00	$0.00	$0.00

Employee		State	Insurance									
ID	Name	WH Tax	Health	Dental	Life	Union Dues	Others 1	Others 2	Others 3	Net Pay	EIC	Net Pay & EIC	Check #
7	Anderson,Pete Q	$10.00	$15.00	$10.00	$0.00	$0.00	$0.00	$5.00	$5.00	($170.00)	$90.00	($80.00)	
TOTALS		$10.00	$15.00	$10.00	$0.00	$0.00	$0.00	$5.00	$5.00	($80.00)	$90.00	($80.00)	

Page 1 of 1

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Payroll Periods: Processing a Payroll (continued)

Sample Payroll Register (Portrait)

New Township **Payroll Register** **08/27/2014**

Payroll Period Ending: 08/27/2014

7 **Anderson,Pete Q**

	0.00
	0.00
Highway	0.00
Regular Earnings	$0.00
Overtime Earnings	$0.00
Tips	$0.00
Total Gross Earnings	$0.00
PERA	$0.00
Deferred Income	$25.00
Cafeteria Plan	$0.00
Taxable Wages	$-25.00
Federal Withholding	$10.00
FICA	$0.00
Medicare	$0.00
State Withholding	$10.00
Health Insurance	$15.00
Dental Insurance	$10.00
Life Insurance	$0.00
Union Dues	$0.00
Others1.	$0.00
Others2.	$5.00
Others3.	$5.00
Net Pay	$-170.00
Earned Income Credit	$90.00
Net Pay & Earned Income Credit	$-80.00
Check Number	

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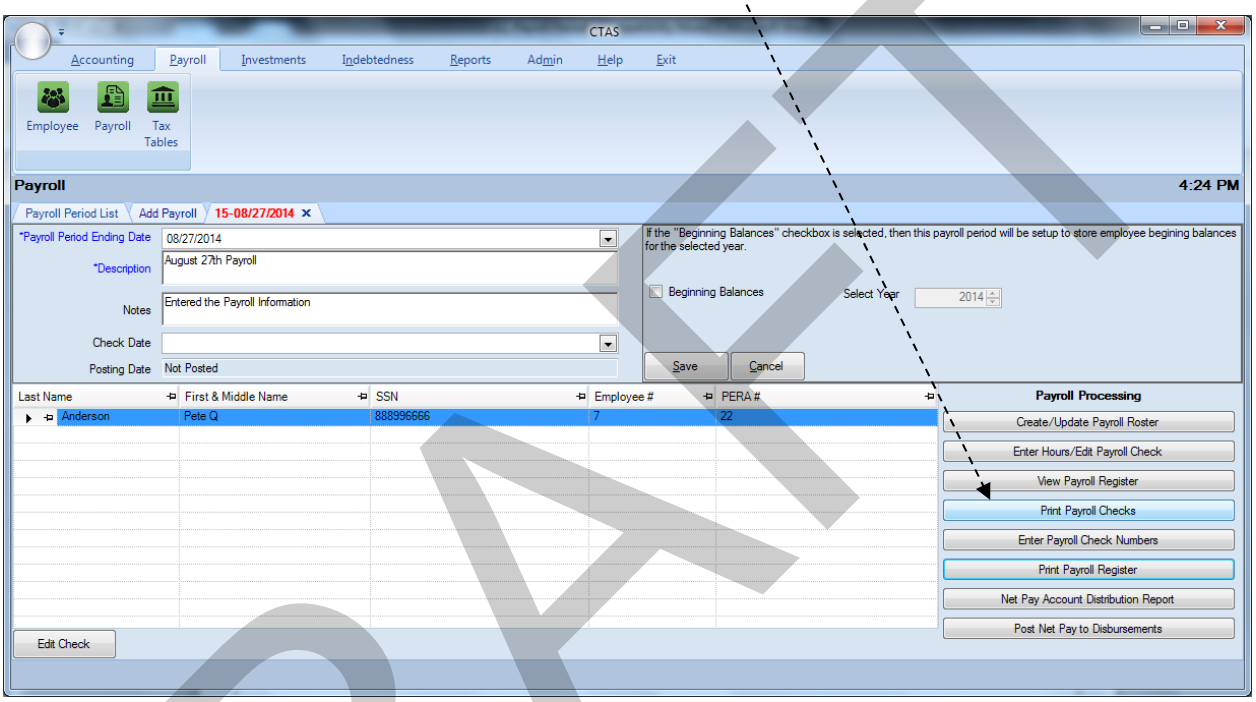
Payroll Periods: Processing a Payroll (continued)

Printing Checks

Print Payroll Checks is an option provided for those who would like to print checks using the computer. To print a check, click the Print Payroll Checks button in the Payroll Processing column on the Payroll details screen.



After clicking the Print Payroll Checks button, the Select Date screen will appear (see next page).

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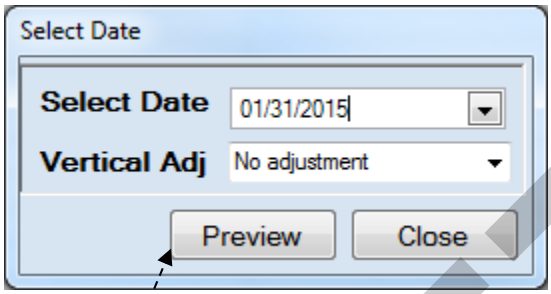
Payroll Periods: Processing a Payroll (continued)

Printing Checks (continued)



When the Select Date screen appears, complete the following steps:

- Enter the date of the checks in the Select Date box.
- Click the Preview button and a print preview of the checks will be displayed (see next page).

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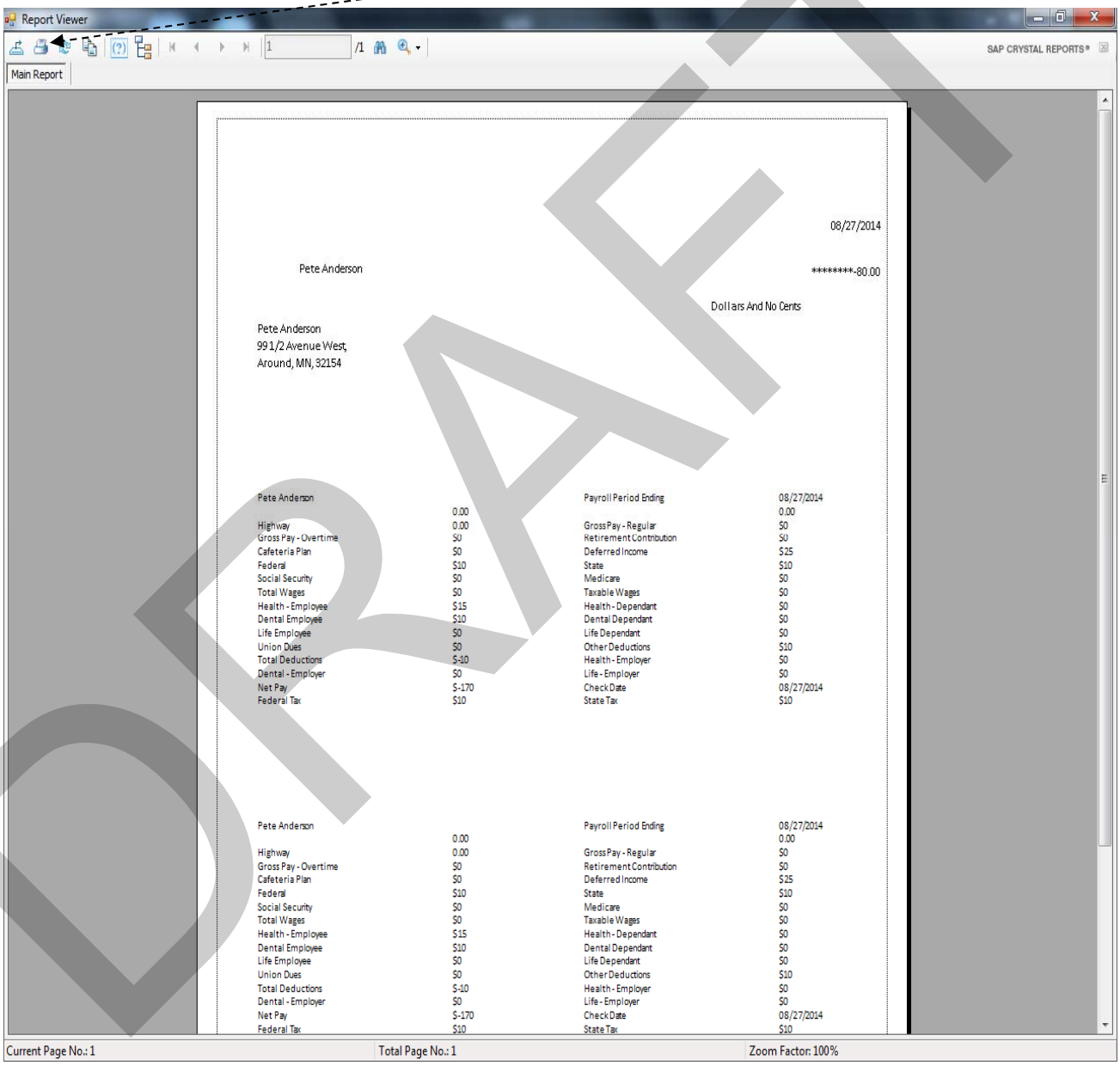
Payroll Periods: Processing a Payroll (continued)

Printing Checks (continued)

- When the print preview (Report Viewer screen) appears, insert the checks into the printer.
- After reviewing the preview, click on the Printer icon to prepare printing the checks.



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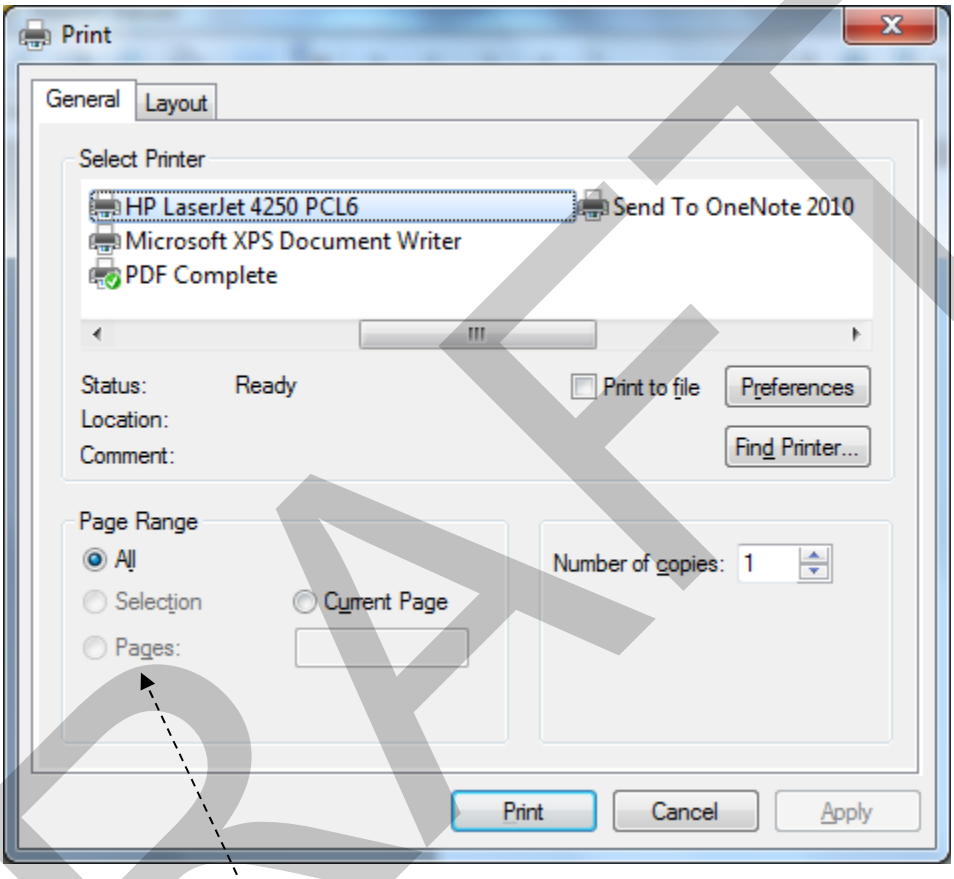
Payroll Periods: Processing a Payroll (continued)

Printing Checks (continued)

- After clicking on the Printer icon, the Print screen appears:



By clicking the Pages radio button, you can choose to print only certain checks. Click on the Print button to begin printing the checks. The following page has a sample of the check.

To close the printing of the checks:

- Click the red "X" icon on the Report Viewer screen.
- Click the Close button on the Select Date screen.

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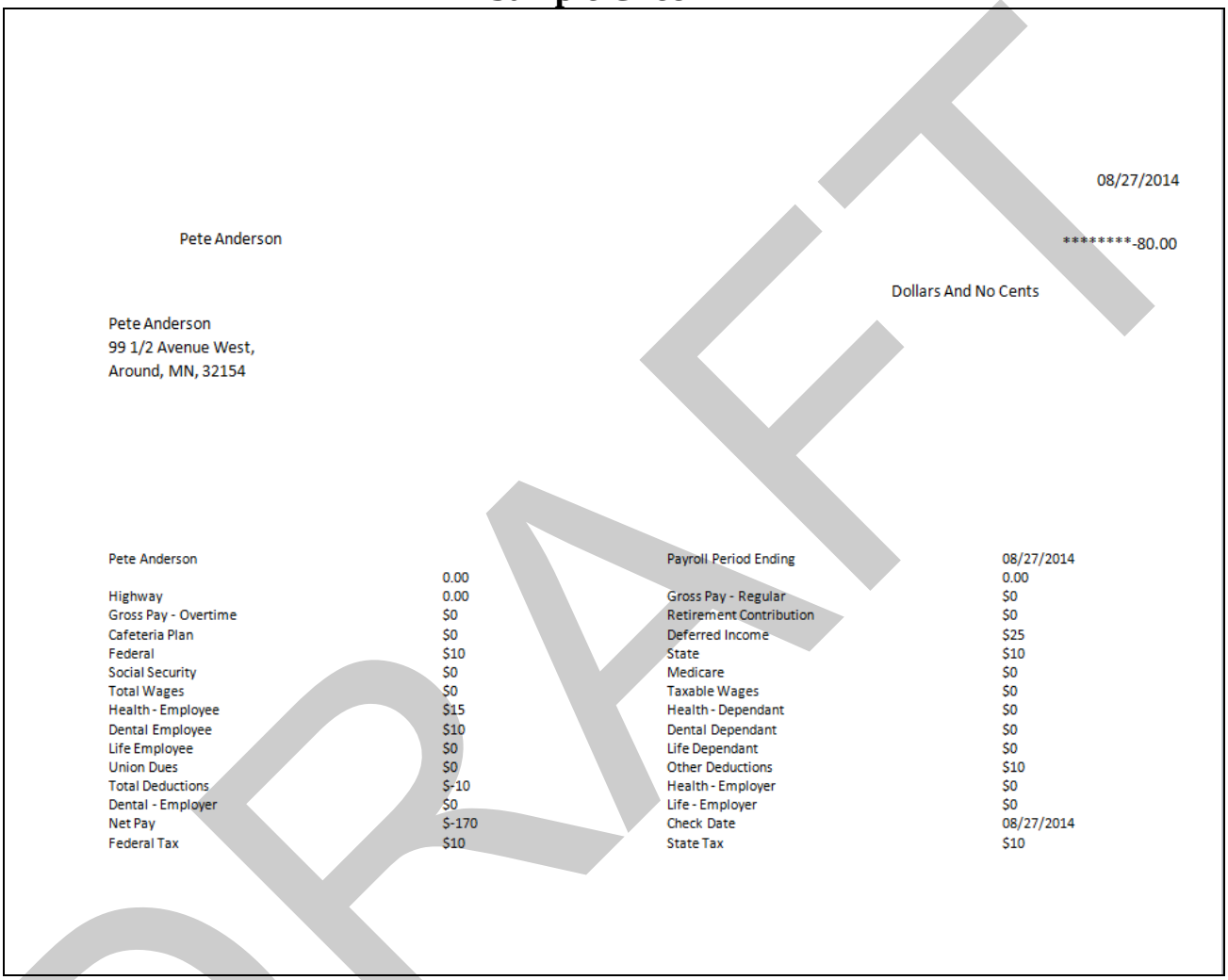
Payroll Periods: Processing a Payroll (continued)

Printing Checks (continued)

Sample Check



08/27/2014

Pete Anderson

********-80.00

Dollars And No Cents

Pete Anderson
99 1/2 Avenue West,
Around, MN, 32154

Pete Anderson		Payroll Period Ending	08/27/2014
	0.00		0.00
Highway	0.00	Gross Pay - Regular	$0
Gross Pay - Overtime	$0	Retirement Contribution	$0
Cafeteria Plan	$0	Deferred Income	$25
Federal	$10	State	$10
Social Security	$0	Medicare	$0
Total Wages	$0	Taxable Wages	$0
Health - Employee	$15	Health - Dependant	$0
Dental Employee	$10	Dental Dependant	$0
Life Employee	$0	Life Dependant	$0
Union Dues	$0	Other Deductions	$10
Total Deductions	$-10	Health - Employer	$0
Dental - Employer	$0	Life - Employer	$0
Net Pay	$-170	Check Date	08/27/2014
Federal Tax	$10	State Tax	$10

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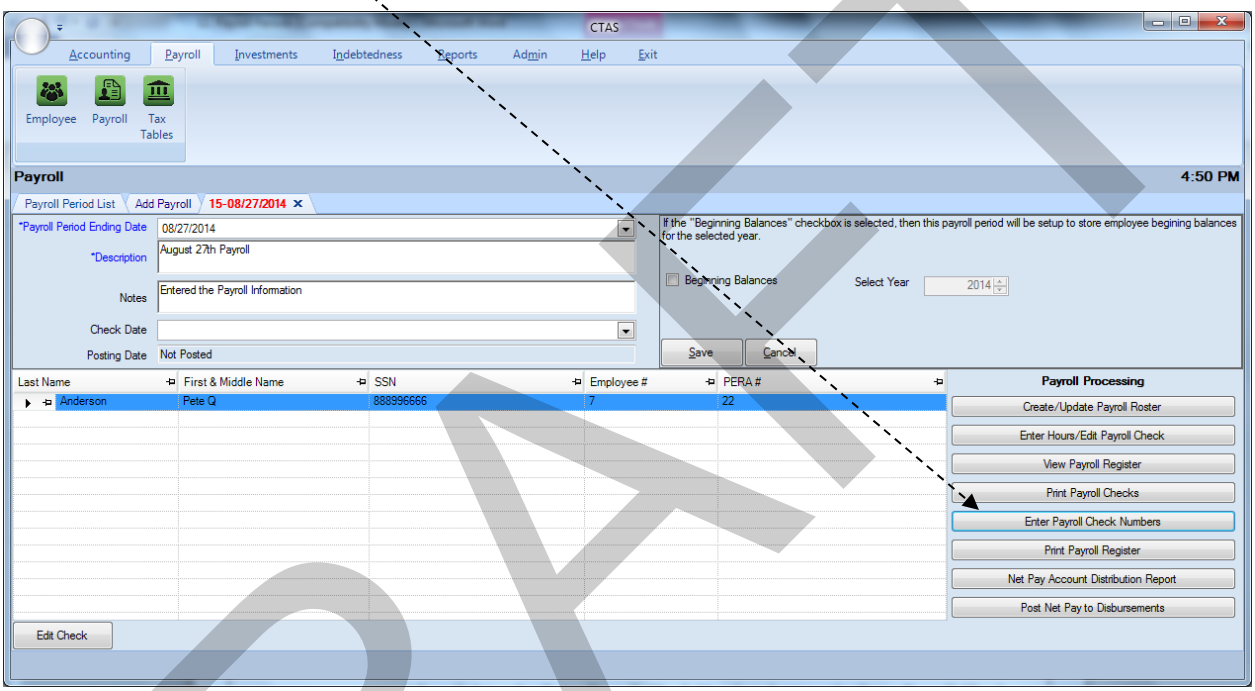
Payroll Periods: Processing a Payroll (continued)

Entering Check Numbers

After the checks have been printed, you can enter the check numbers. Once a check number has been entered, you cannot print a check. To enter the check numbers, click the Enter Payroll Check Numbers button in the Payroll Processing column on the Payroll details screen.



After clicking the Enter Payroll Check Numbers button, the Payroll Check Numbers screen will appear (see next page).

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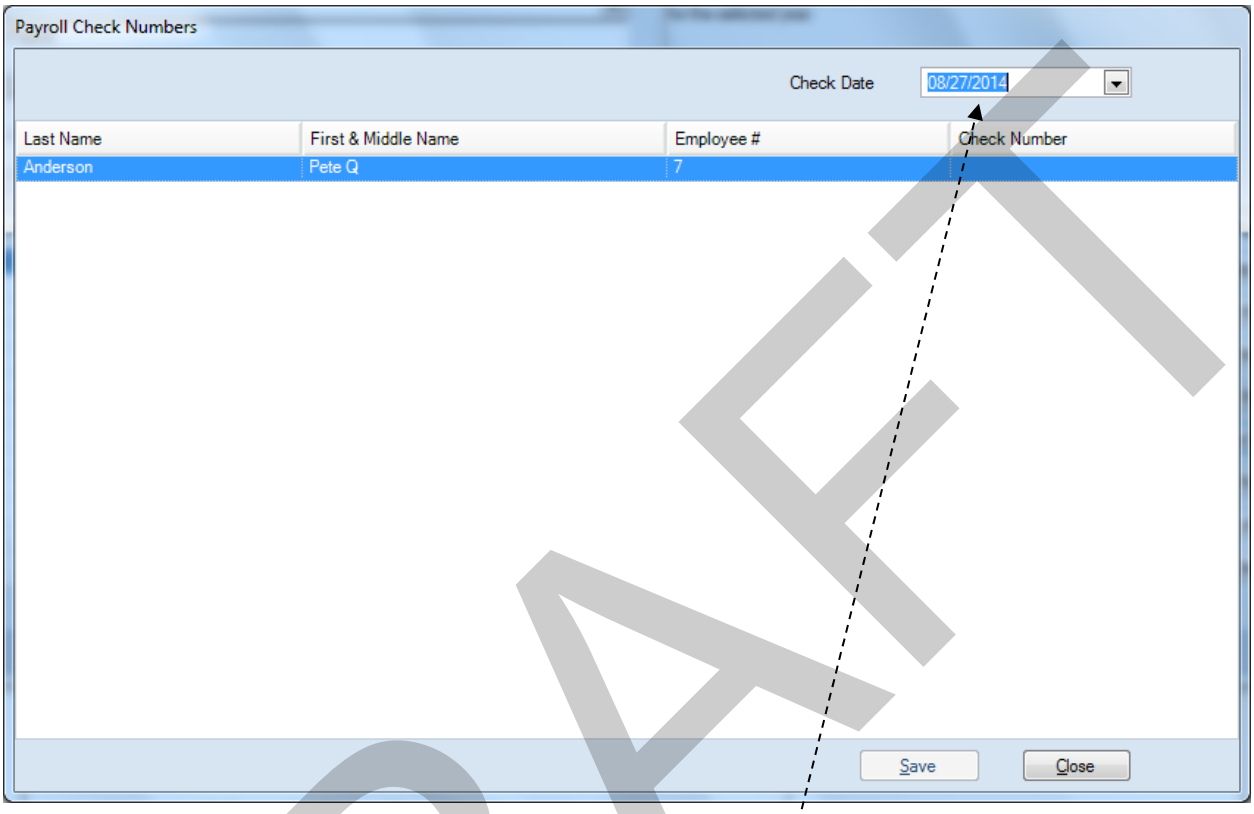
Payroll Periods: Processing a Payroll (continued)

Entering Check Numbers (continued)



When the Payroll Check Numbers screen appears:

- Enter the date of the checks in the Check Date box. This is the date that will be posted to disbursements as the date of the check. In addition, this is the date CTAS will use to calculate the withholding for each quarter for the Form 941 report, and this is the date requested when printing the Account Distribution reports.
- Enter the Check Number for each payroll check. You can press the enter key after entering the Check Number to move to the next employee.
- Click the Save button, then the OK button, then close the Payroll Check Numbers screen.

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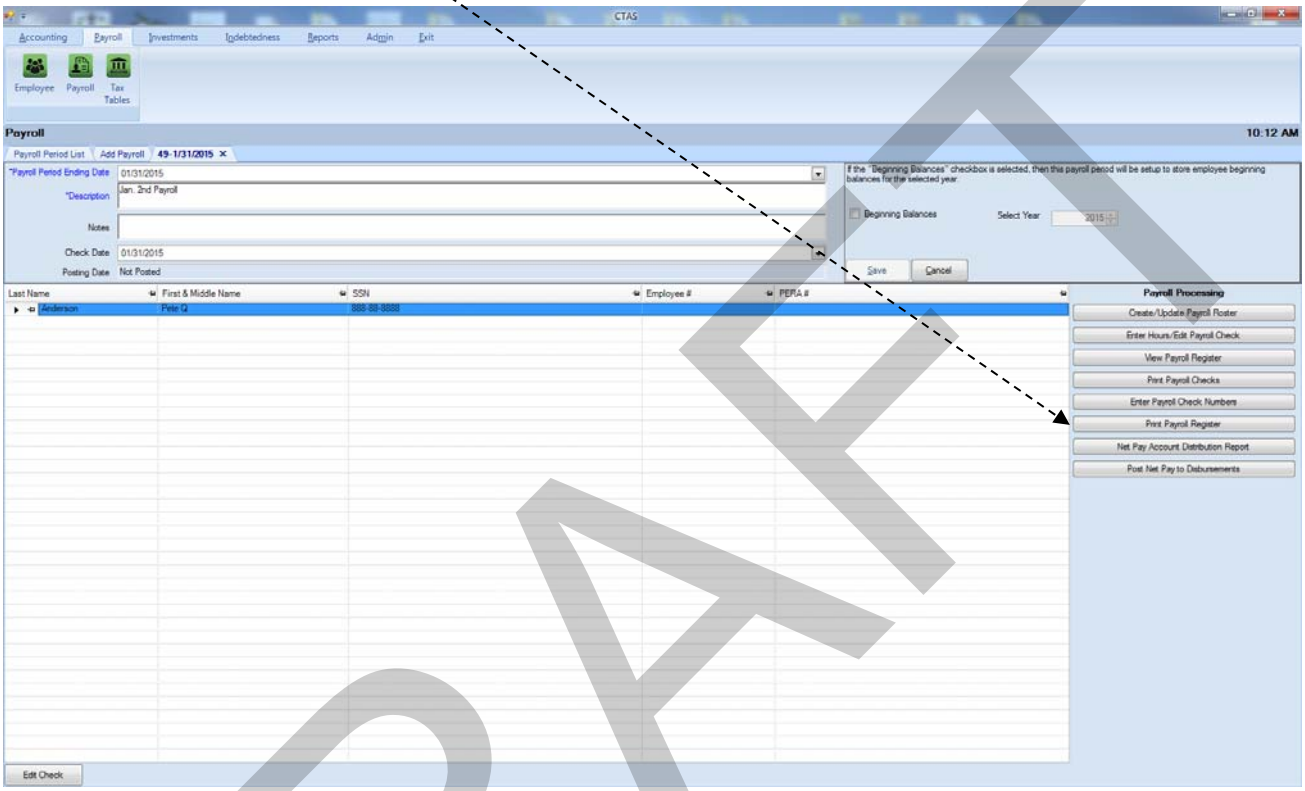
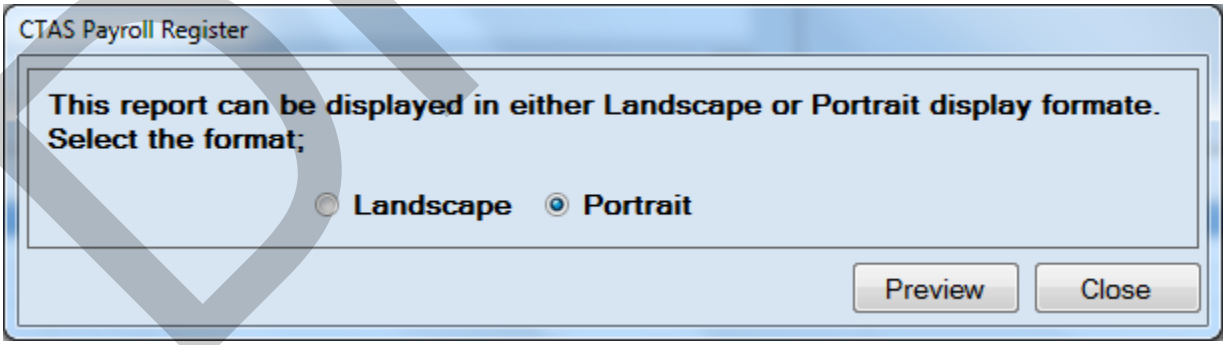
Payroll Periods: Processing a Payroll (continued)

Print Payroll Register

Select the Print Payroll Register button from the Payroll Processing column.



When the Print Payroll Register button has been clicked, the CTAS Payroll Register screen will appear:



If you click the Preview button, the print preview (Report Viewer screen) will show the payroll register based on the radio button option selection Landscape or Portrait format.

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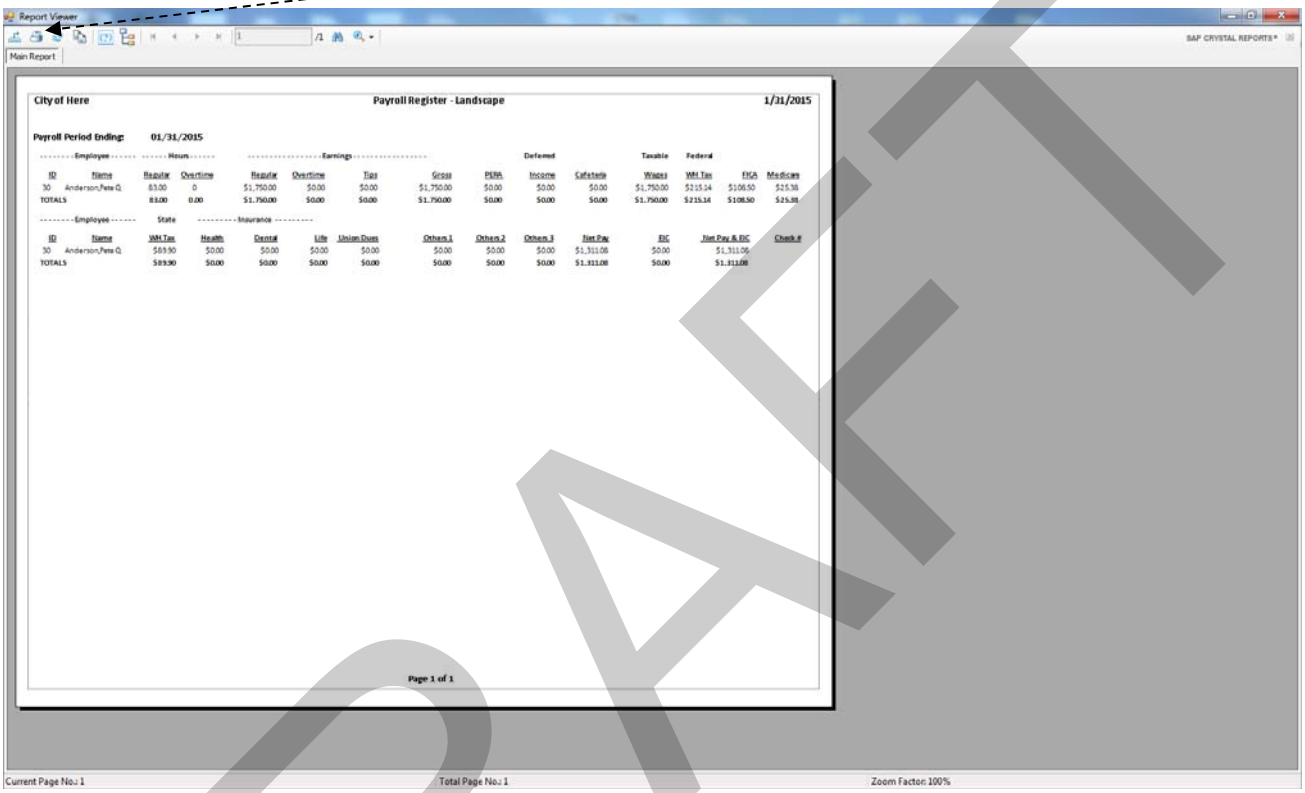
Payroll Periods: Processing a Payroll (continued)

Print Payroll Register (continued)

After reviewing the preview, click on the Printer icon to begin the printing of the Payroll Register.



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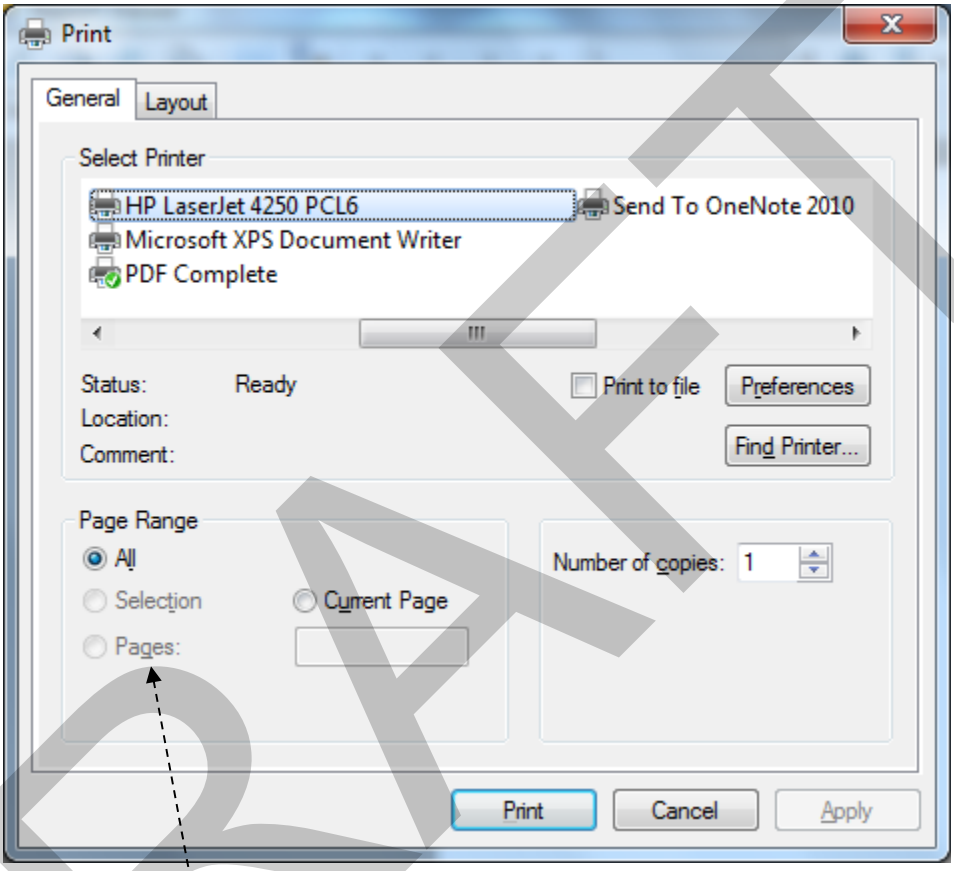
Payroll Periods: Processing a Payroll (continued)

Print Payroll Register (continued)

After clicking on the Printer icon, the Print screen appears:



By clicking the Pages radio button, you can choose to print only certain pages. Click on the Print button to begin printing the Payroll Register. The following page has a sample of the Payroll Register.

To close the printing of the Payroll Register:

- Click the red "X" icon on the Report Viewer screen.
- Click the Close button on the CTAS Payroll Register screen.

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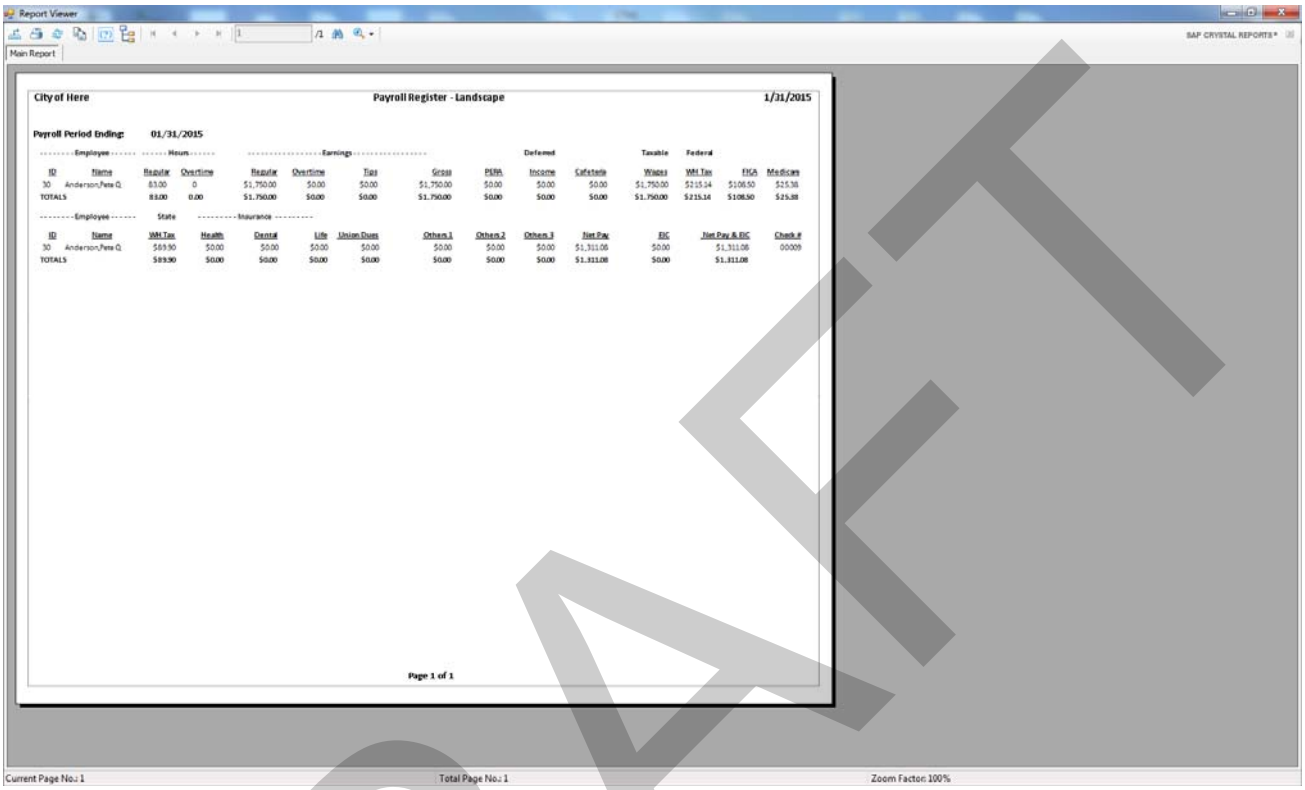
Payroll Periods: Processing a Payroll (continued)

Print Payroll Register (continued)



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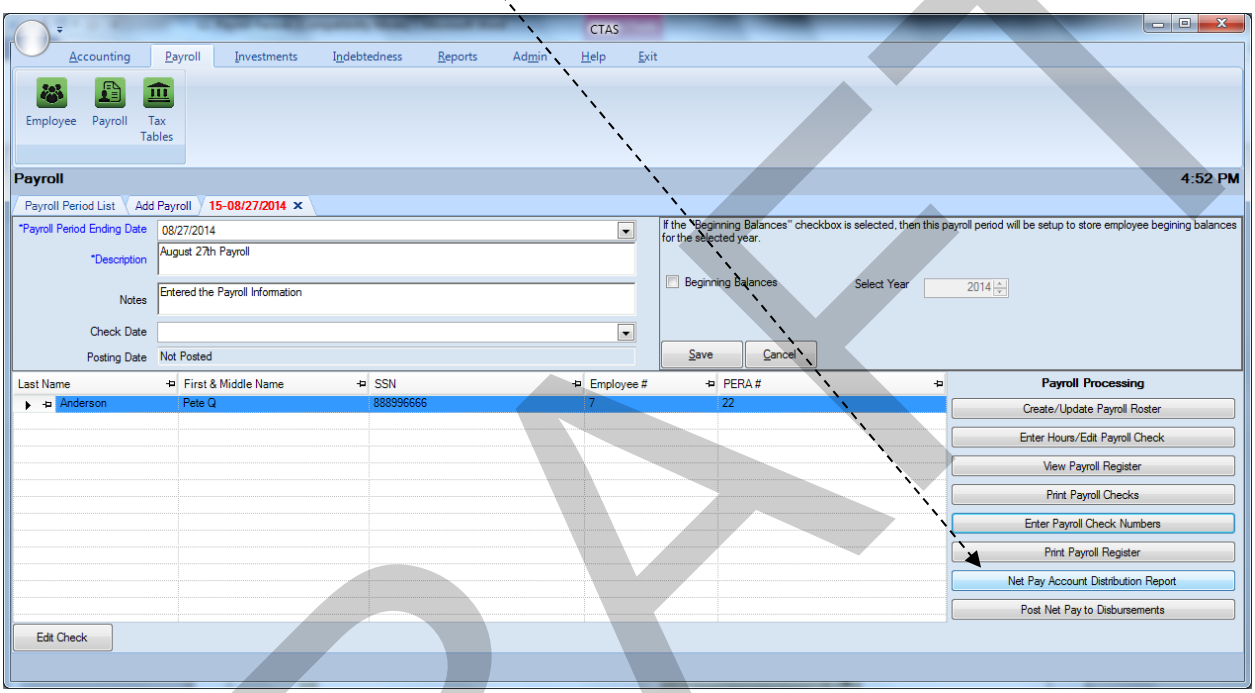
Payroll Periods: Processing a Payroll (continued)

Net Pay Distribution Report

The Net Pay Account Distribution Report may be used to report the payroll information to the town board or city council. To print the Net Pay Account Distribution Report, click on the Net Pay Account Distribution Report button in the Payroll Processing column on the Payroll details screen.



After clicking on the Net Pay Account Distribution Report button, the Payroll Report Data screen will be displayed (see next page).

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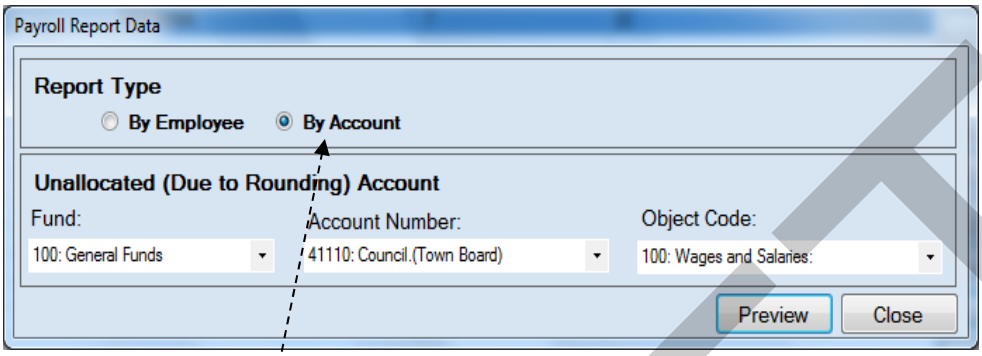
Payroll Periods: Processing a Payroll (continued)

Net Pay Distribution Report (continued)



There are two options for organizing the Net Pay Distribution Report. The By Account option is the default selection. With this option, the report will be organized by account number to show how the net pay will be distributed when the net pay is posted to the disbursements. Instructions for using the By Employee option are shown on the next page.

When the By Account option is selected, the Unallocated (Due to Rounding) Account box appears immediately below it. There are times when the account distribution for an employee does not match the total net pay for the employee due to the percentage allocation in the account distribution. The Unallocated (Due to Rounding) Account is used to account for this difference. A sample of the Net Pay Distribution Report by Account can be seen on page 12-31.

To use the By Account option to print the report:

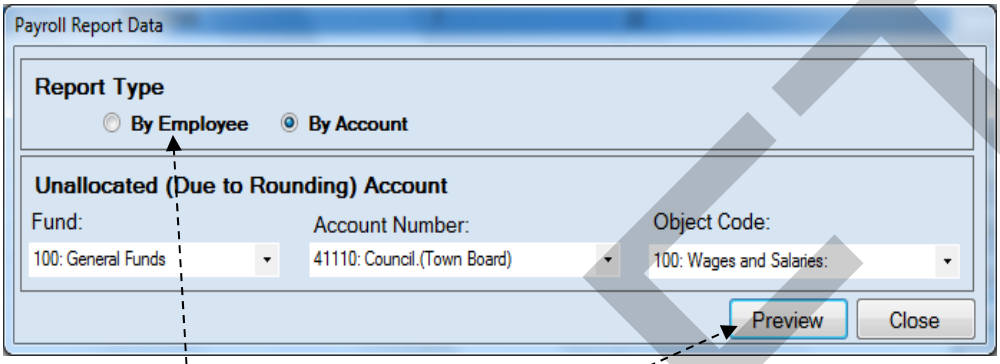
- Click the By Account radio button if it is not already filled in.
- In the Unallocated (Due to Rounding) Account box, enter the Fund Number in the Fund field. Then, enter the Account Number and the Object Code in the adjacent fields.
- Click the Preview button.

DRAFT

Payroll Periods: Processing a Payroll (continued)

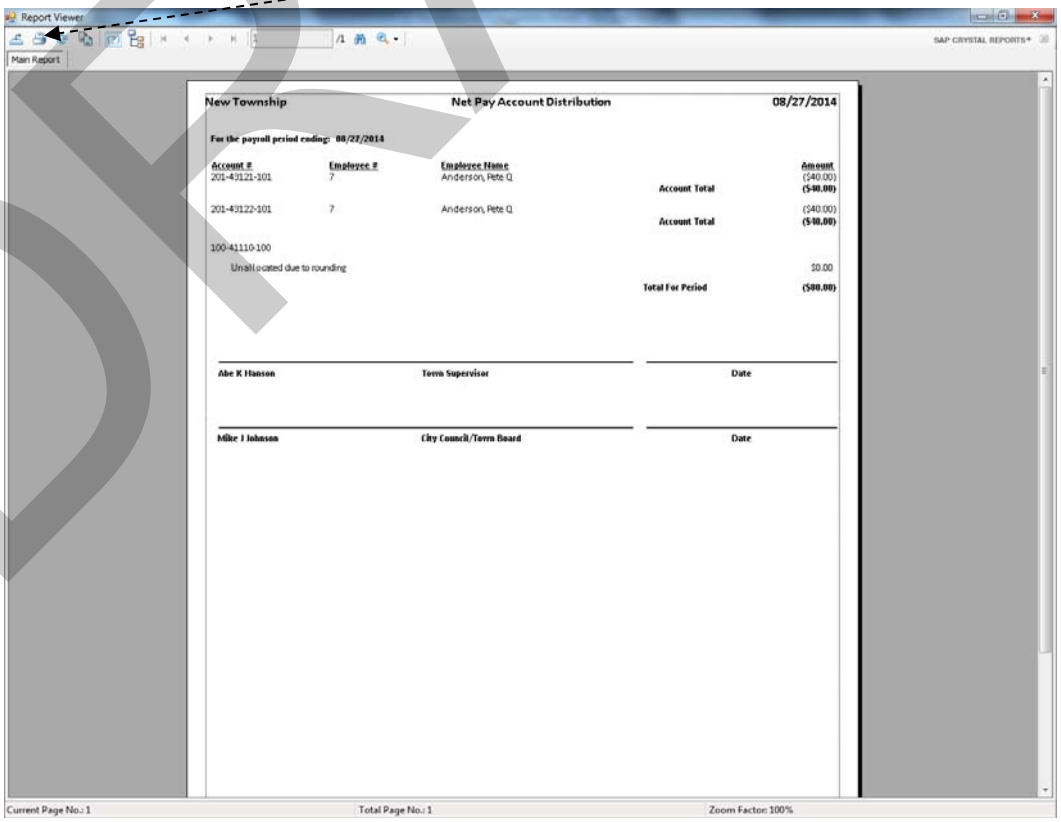
Net Pay Distribution Report (continued)

The second option, By Employee, will print the report alphabetically by employee. A sample of the Net Pay Distribution Report by Employee can be seen on page 12-30. To use the By Employee option to print the report:



Click the By Employee radio button.

- Click the Preview button. The print preview (Report Viewer screen) will appear (see below).
- After reviewing the preview, click on the Printer icon to begin the printing of the report.

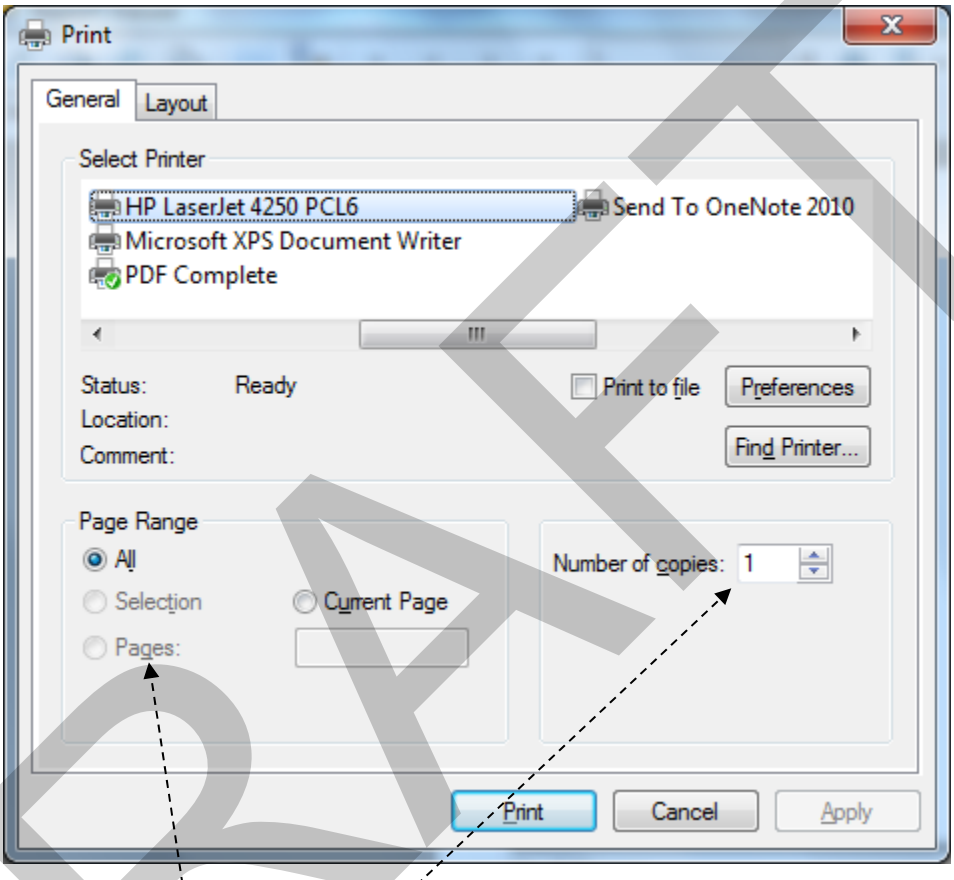


DRAFT

Payroll Periods: Processing a Payroll (continued)

Net Pay Distribution Report (continued)

- After clicking on the Printer icon, the Print screen appears:



By clicking the Pages radio button, you can choose to print only certain pages of the report. The Number of copies box allows you to enter the number of copies you would like printed. After selecting the printer details, click on the Print button to begin printing the report. The following pages have samples of the report.

DRAFT

Payroll Periods: Processing a Payroll (continued)

Net Pay Distribution Report (continued)

Sample Net Pay Distribution Report by Employee

New Township — Net Pay Account Distribution - By Employee — 08/27/2014

For the payroll period ending: 08/27/2014

Employee Name	Employee Number	Account Number	Allocation Amount	Check Number
Anderson, Pete Q	7	201-43121-101	($40.00)	
		201-43122-101	($40.00)	
		Net Pay:	**($80.00)**	
100-41110-100				
Unallocated due to rounding			$0.00	
		Total For Period	**($80.00)**	

Abe K Hanson — **Town Supervisor** — **Date**

Mike J Johnson — **City Council/Town Board** — **Date**

DRAFT

Payroll Periods: Processing a Payroll (continued)

Net Pay Distribution Report (continued)

Sample Net Pay Distribution Report by Account

New Township — Net Pay Account Distribution — 08/27/2014

For the payroll period ending: 08/27/2014

Account #	Employee #	Employee Name		Amount
201-43121-101	7	Anderson, Pete Q		($40.00)
			Account Total	**($40.00)**
201-43122-101	7	Anderson, Pete Q		($40.00)
			Account Total	**($40.00)**
100-41110-100				
Unallocated due to rounding				$0.00
			Total For Period	**($80.00)**

Abe K Hanson — **Town Supervisor** — **Date**

Mike J Johnson — **City Council/Town Board** — **Date**

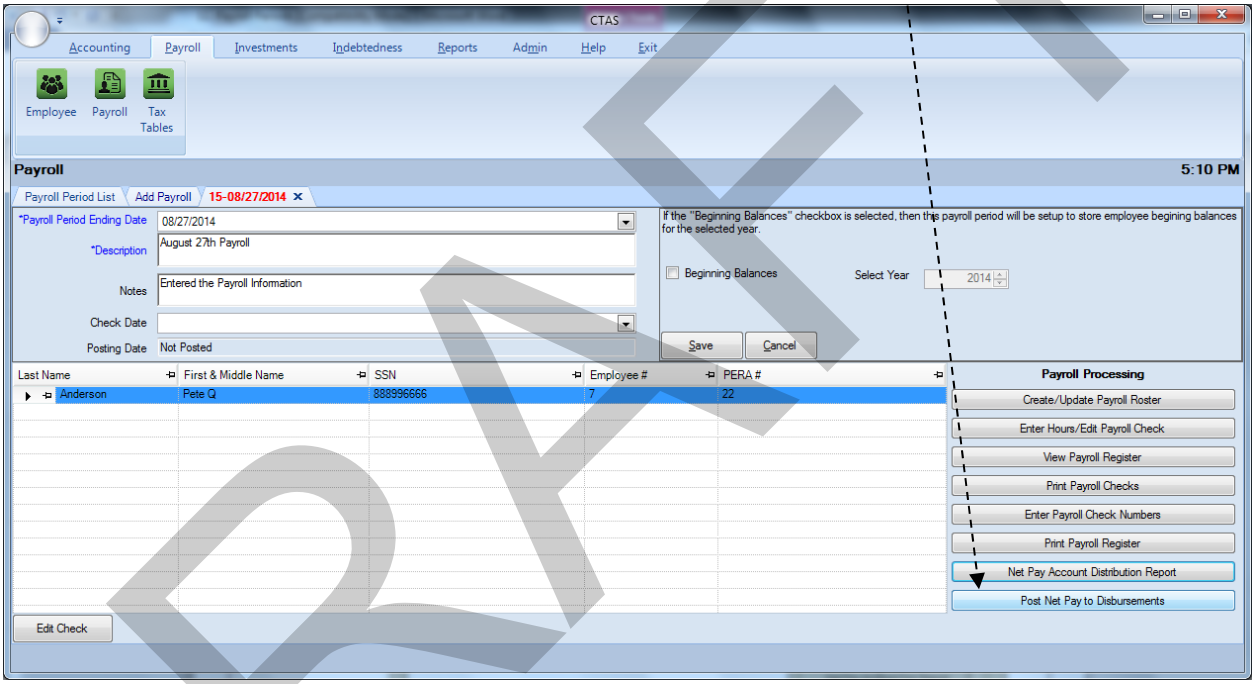
DRAFT

Payroll Periods: Processing a Payroll (continued)

Post Net Pay to Disbursements

CTAS is a cash basis system. In a cash basis system, only the net pay is posted for payroll. The withholding amounts will be recorded when the checks are written to pay the withholding amounts. The amounts posted in the account distribution in disbursements are from the account distribution recorded in the employee payroll record.

To post the net pay to disbursements, click on the Post Net Pay to Disbursements button in the Payroll Processing column on the Payroll details screen.

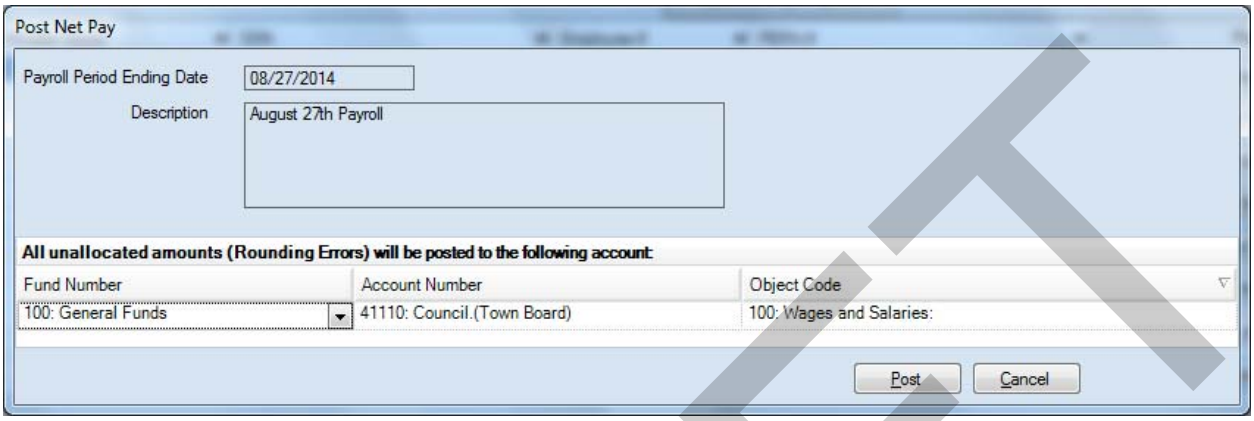


After clicking on the Post Net Pay to Disbursements button, the Post Net Pay screen will be displayed, as shown on the next page.

DRAFT

Payroll Periods: Processing a Payroll (continued)

Post Net Pay to Disbursements (continued)

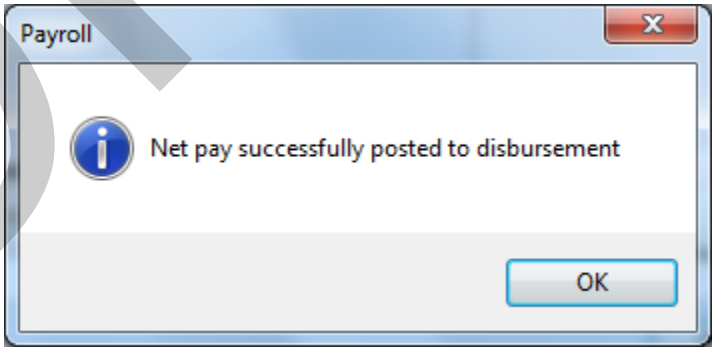


To post the net pay:

- Enter the Fund Number in the Fund Number field.
- Enter the Account Number in the Account Number field.
- Enter the Object Code in the Object Code field.
- Click the Post button. To ensure data privacy, the posted payroll will display the payroll period ending date, rather than the employee's name.

CTAS will post an amount to this Fund, Account Number, and Object Code only when the net pay account distributions do not equal the net pay. The amount is only a few cents and occurs because of the distribution by percentage.

After clicking the Post button, when the net pay has been posted, the following screen will appear. Click the OK button to return to the Payroll details screen.



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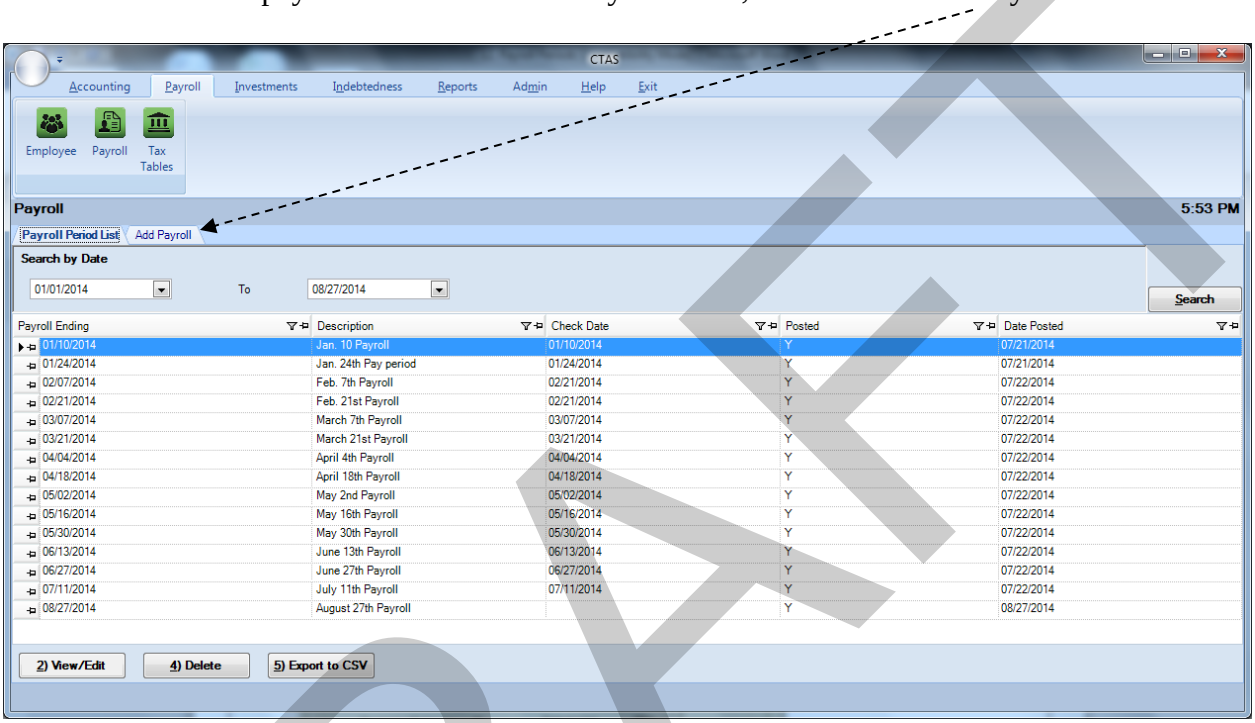
Payroll Periods: Entering Payroll Beginning Balances

If you begin using the Payroll Module during the year, CTAS provides an option to enter the balances for the wages and withholdings. By entering the balances, you can skip entering each individual payroll that has been previously paid.

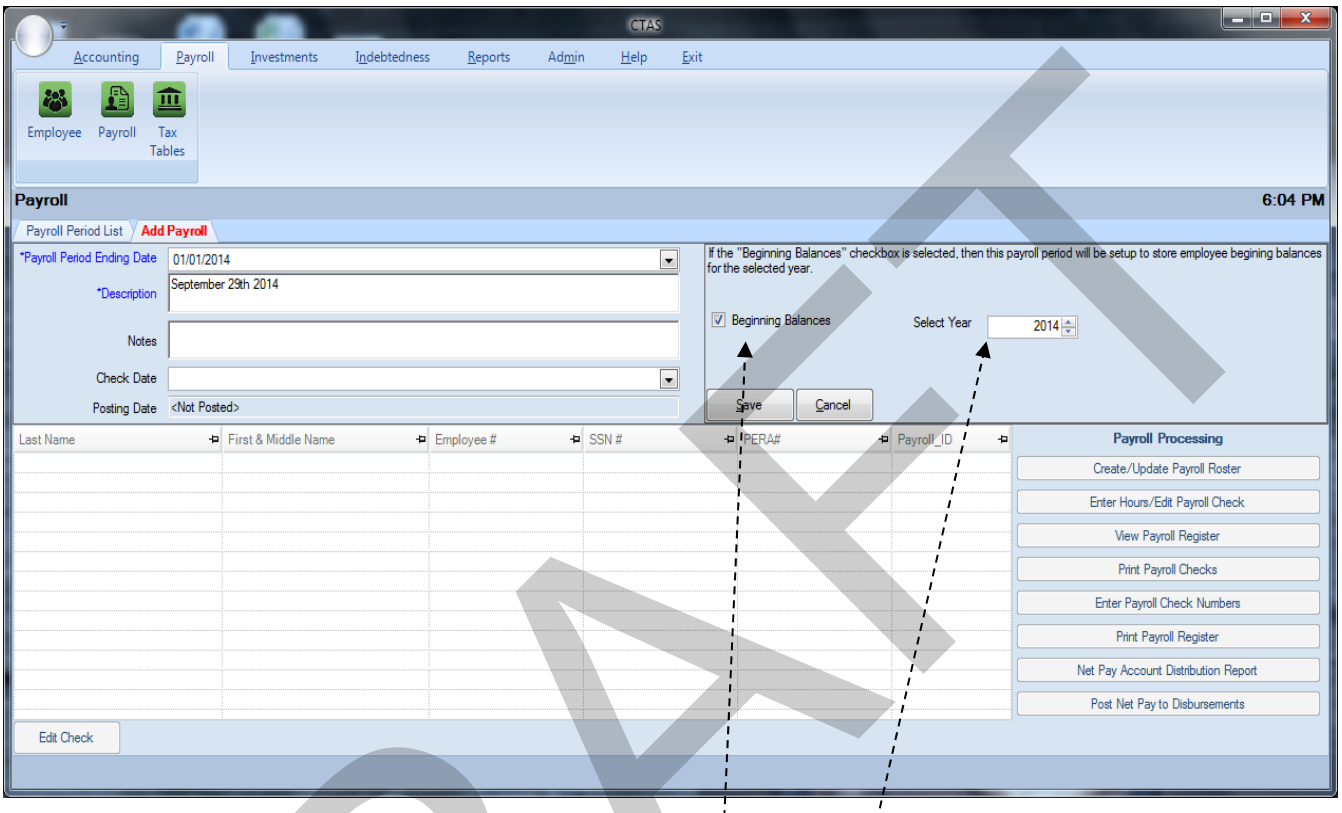
To enter the payroll balances for January 1 to date, click on the Add Payroll tab.



DRAFT

Payroll Periods: Entering Payroll Beginning Balances (continued)

After the Add Payroll tab is selected, the Add Payroll tab will open.



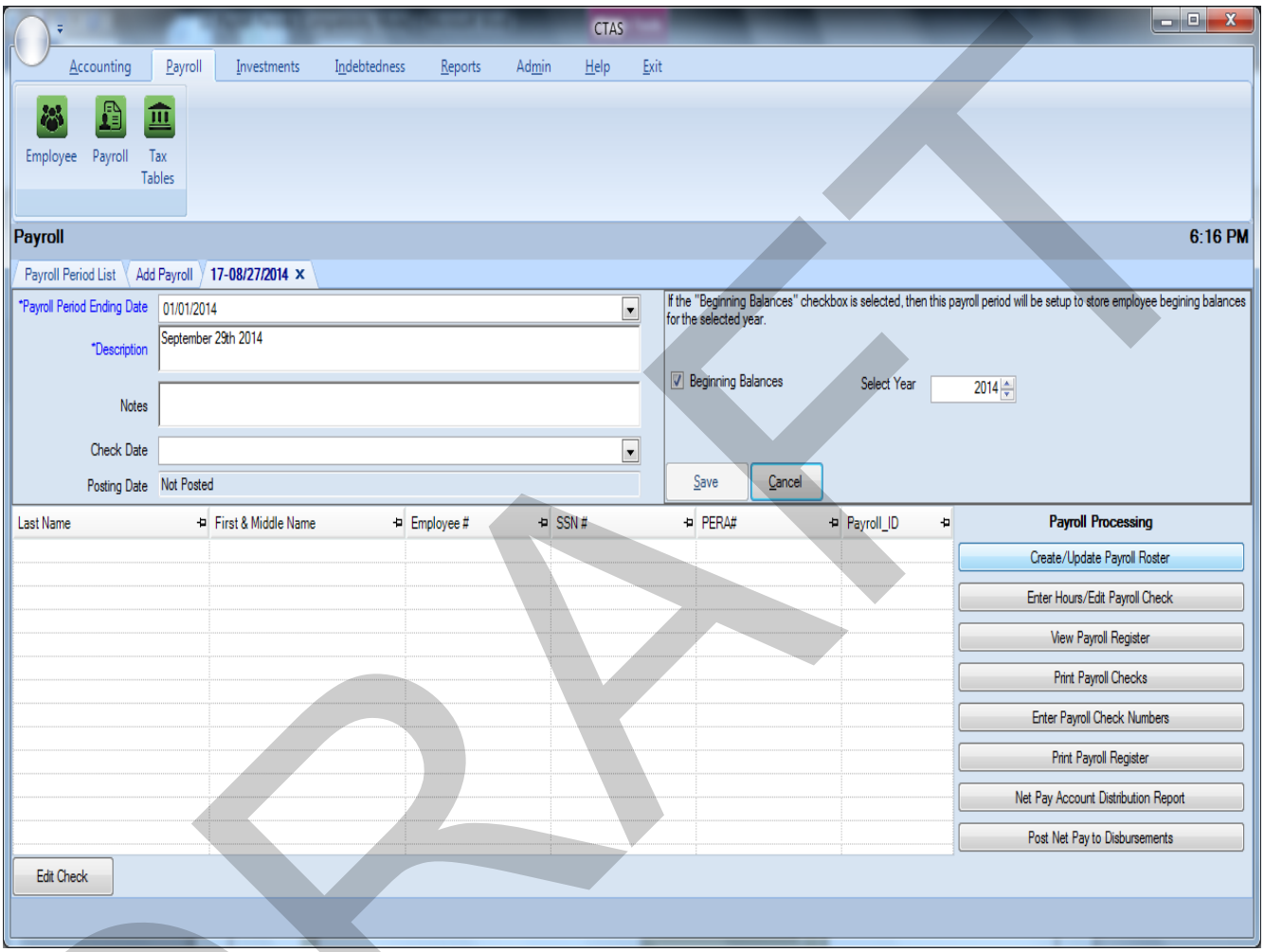
To enter the beginning balances:

- Place a check mark in the Beginning Balances box. When the Beginning Balances box is checked, the Payroll Period Ending Date is automatically filled in.
- Click the up or down arrow to select the fiscal year for the Beginning Balances.
- Enter a Description.
- No check date will be entered. (Checks have already been issued.)
- Click the Save button.

DRAFT

Payroll Periods: Entering Payroll Beginning Balances (continued)

After clicking the Save button, the Payroll details screen appears with a Beginning Balances checkbox selected stating it is the Beginning Balances:

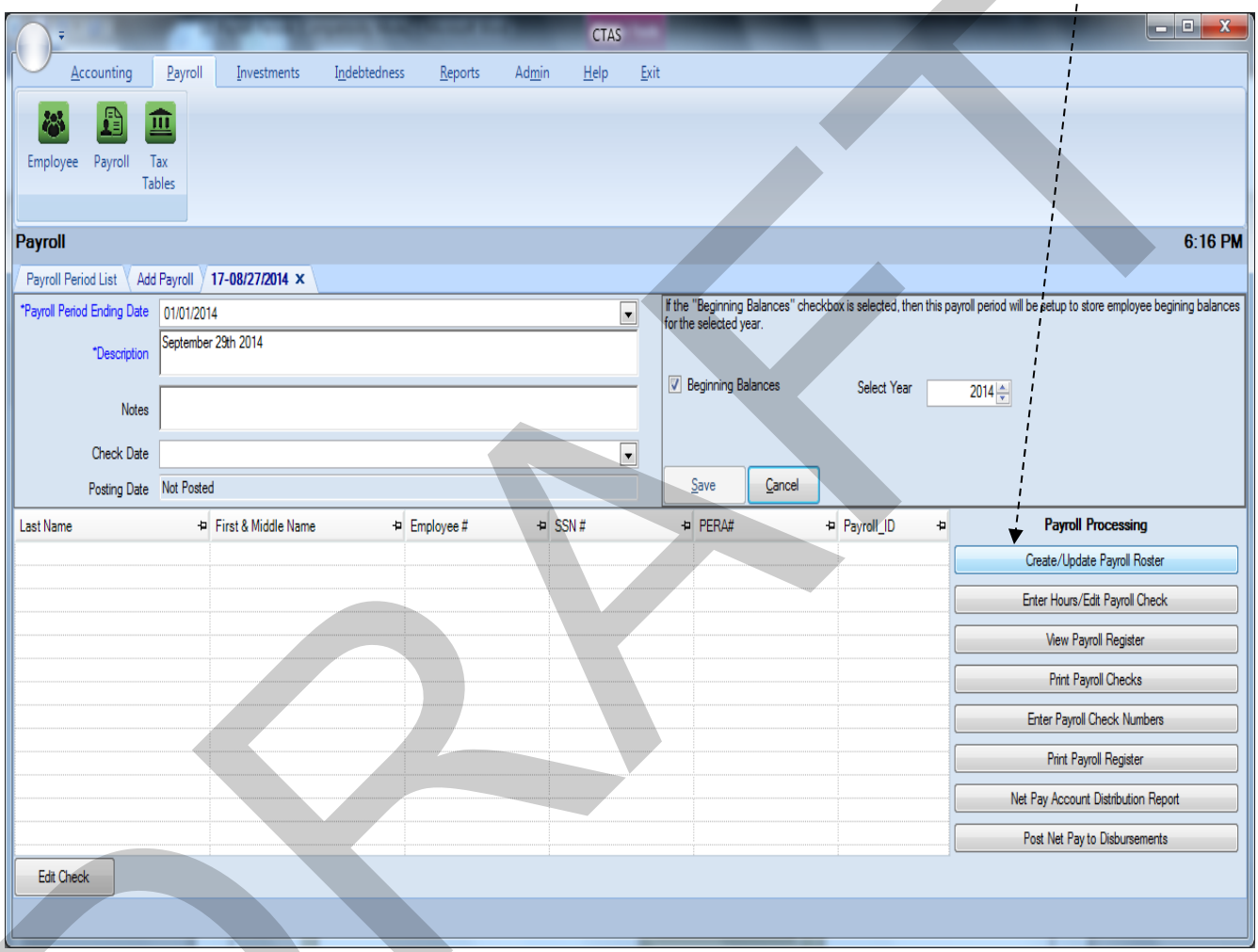


DRAFT

Payroll Periods: Entering Payroll Beginning Balances (continued)

Creating a Roster

To create the list of employees with Beginning Balances, click on the Create/Update Payroll Roster button in the Payroll Processing column.

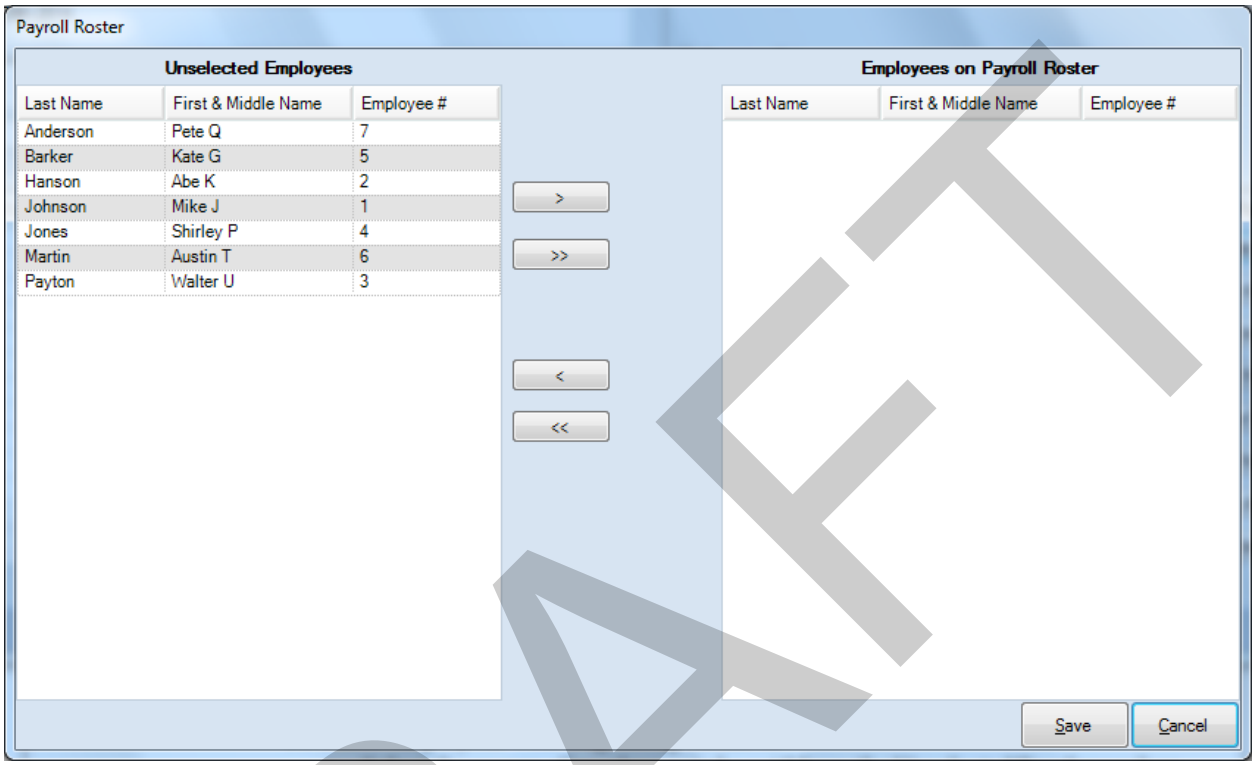


After clicking the Create/Update Payroll Roster button, the Payroll Roster screen will appear, as shown on the next page.

DRAFT

Payroll Periods: Entering Payroll Beginning Balances (continued)

Creating a Roster (continued)



To select employees with Beginning Balances:

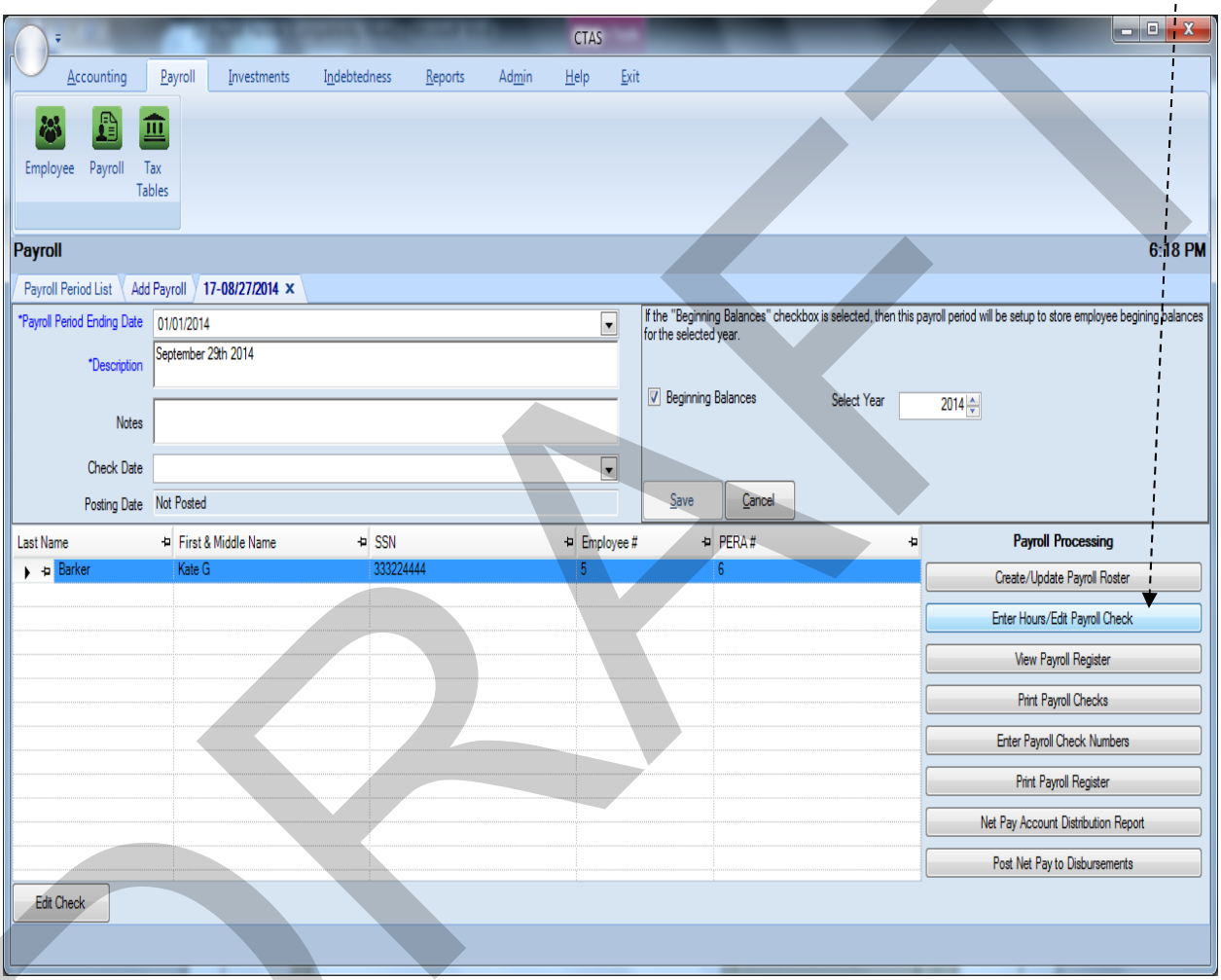
- Select the names of employees to be paid from the Unselected Employees box and move the names to the Employees on Payroll Roster box. The ">>" button will move all employees' names listed in the Unselected Employees box to the Employees on Payroll Roster box. The ">" button will move the highlighted name(s) from the Unselected Employees box to the Employees on Payroll Roster box. You can also move an individual name by double-clicking on that name.
- The "<" button will remove highlighted employee name(s) from the Employees on Payroll Roster box to the Unselected Employees box. The "<<" button will remove all names from the Employees on Payroll Roster box to the Unselected Employees box.
- Click the Save button, and the employee Beginning Balances records will be created.

DRAFT

Payroll Periods: Entering Payroll Beginning Balances (continued)

Entering the Beginning Balances

After the Beginning Balances Roster has been created, a list of the employees will appear on the Payroll details screen. To enter the Beginning Balances, click the Enter Hours/Edit Payroll Check button in the Payroll Processing column on the Payroll details screen.

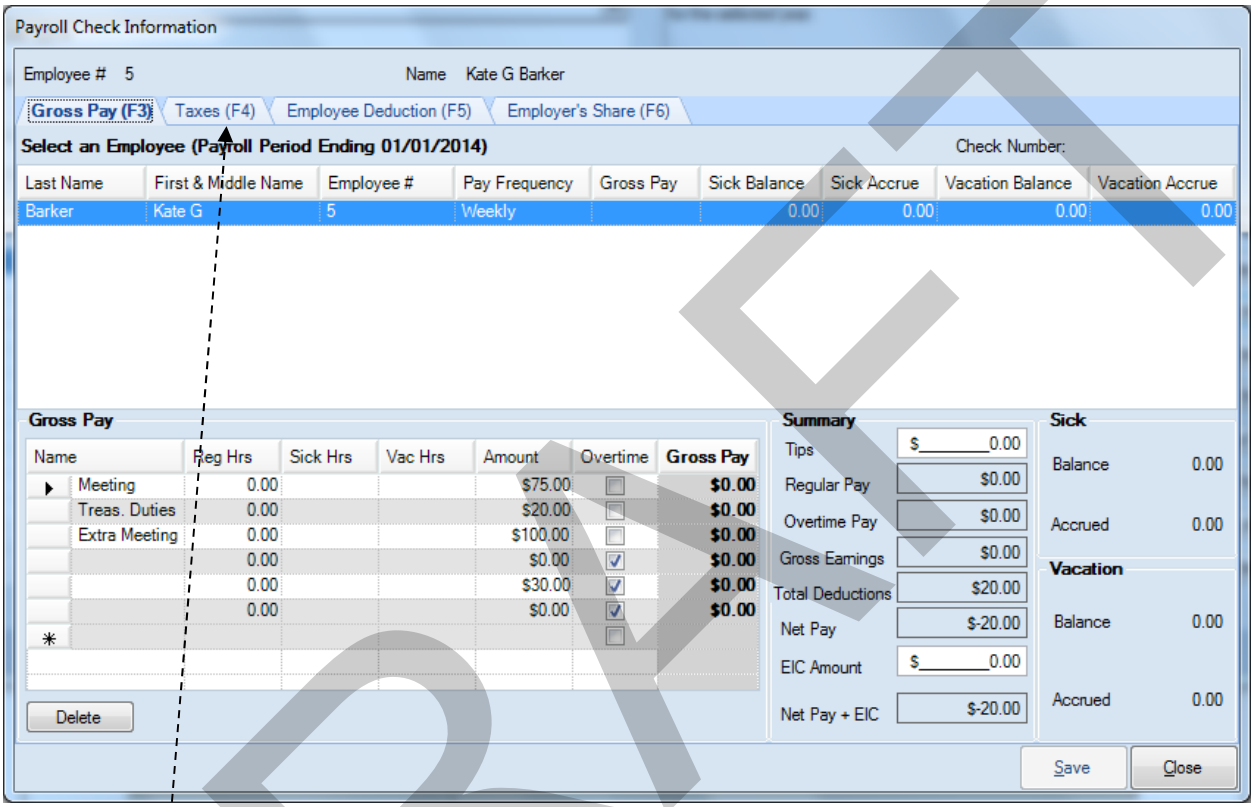


DRAFT

Payroll Periods: Entering Payroll Beginning Balances (continued)

Entering the Beginning Balances (continued)

When you click on the Enter Hours/Edit Payroll Check button, the Payroll Check Information screen will appear:

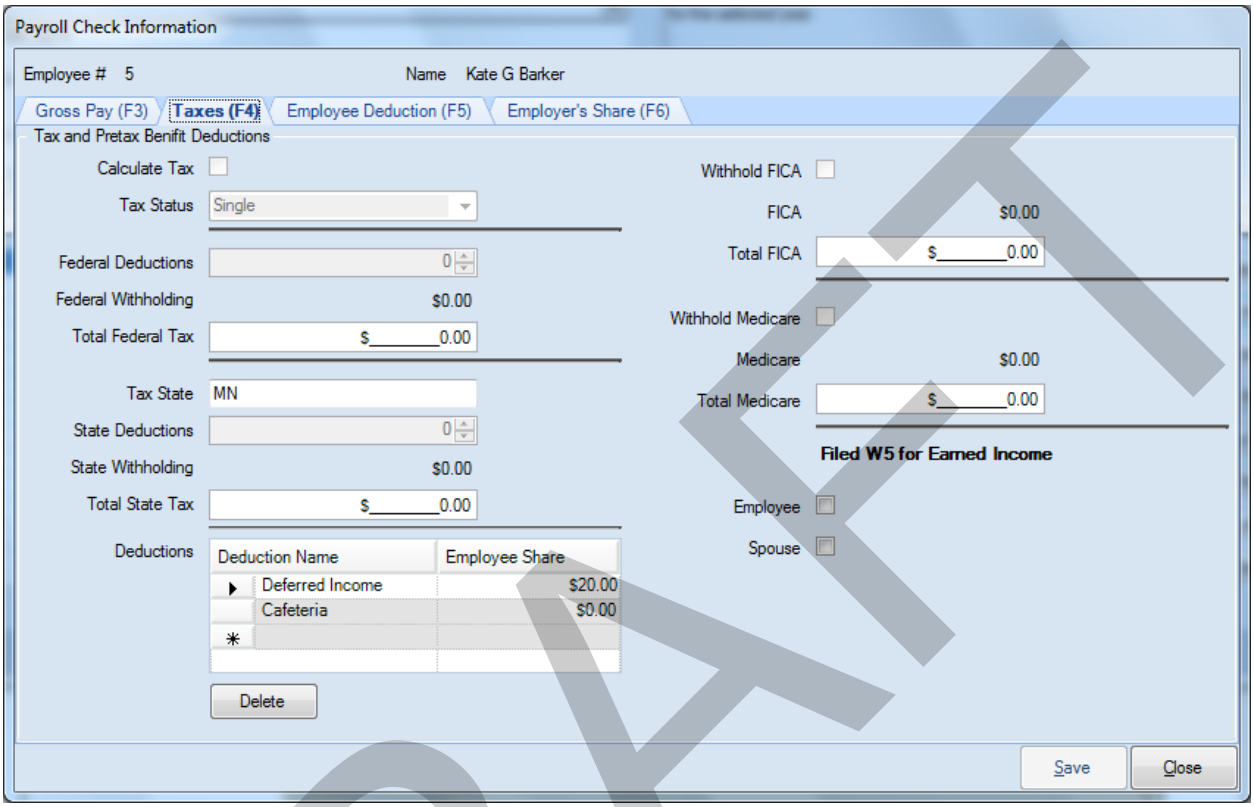


When the Payroll Check Information screen appears, enter the number of hours for each pay rate. The Gross Pay should equal the total paid for the year. When the pay rate is a meeting rate, enter the number of meetings attended in the Reg Hrs field. Then, click the Taxes (F4) tab to enter the federal and state withholdings. The Tax and Pretax Benefit Deductions screen will appear (see next page).

DRAFT

Payroll Periods: Entering Payroll Beginning Balances (continued)

Entering the Beginning Balances (continued)



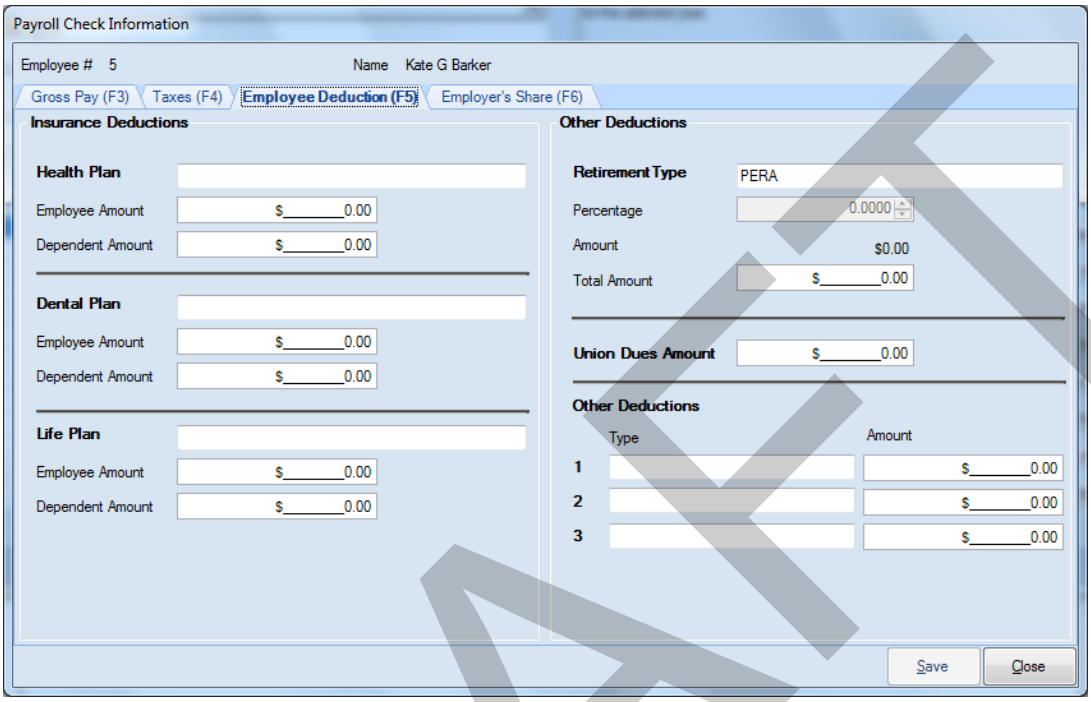
When the Tax and Pretax Benefit Deductions screen appears:

- Enter the total amount of federal tax withheld in the Total Federal Tax field.
- Enter the total amount of the state tax withheld in the Total State Tax field.
- Enter the total amount of deferred income in the Deductions area.
- Enter the total amount of FICA withheld in the Total FICA field.
- Enter the total amount of Medicare withheld in the Total Medicare field.
- Check the appropriate boxes if a W5 has been filed.
- Enter the total amount withheld for a cafeteria plan in the Deductions area.
- When the information has been entered, click the Employee Deductions (F5) tab at the top of the screen to enter employee deductions.

DRAFT

Payroll Periods: Entering Payroll Beginning Balances (continued)

Entering the Beginning Balances (continued)



When the Employee Deductions screen appears:

- In the Insurance Deductions column, enter the total employee amount withheld for health insurance in the Employee Amount field of the Health Plan area.
- Enter the total dependent amount withheld for health insurance in the Dependent Amount field of the Health Plan area.
- Enter the total employee amount withheld for dental insurance in the Employee Amount field of the Dental Plan area.
- Enter the total dependent amount withheld for dental insurance in the Dependent Amount field of the Dental Plan area.
- Enter the total employee amount withheld for life insurance in the Employee Amount field of the Life Plan area.
- Enter the total dependent amount withheld for life insurance in the Dependent Amount field of the Life Plan area.
- In the Other Deductions column, enter the total amount withheld for retirement in the Total Amount field under Retirement Type.
- Enter the total amount withheld for union dues in the Union Dues Amount field.
- Enter the total amount for any other deductions and the type of those deductions in the Other Deductions area.
- Click the Employer's Share (F6) tab at the top of the screen to enter the employer's share of any deductions.

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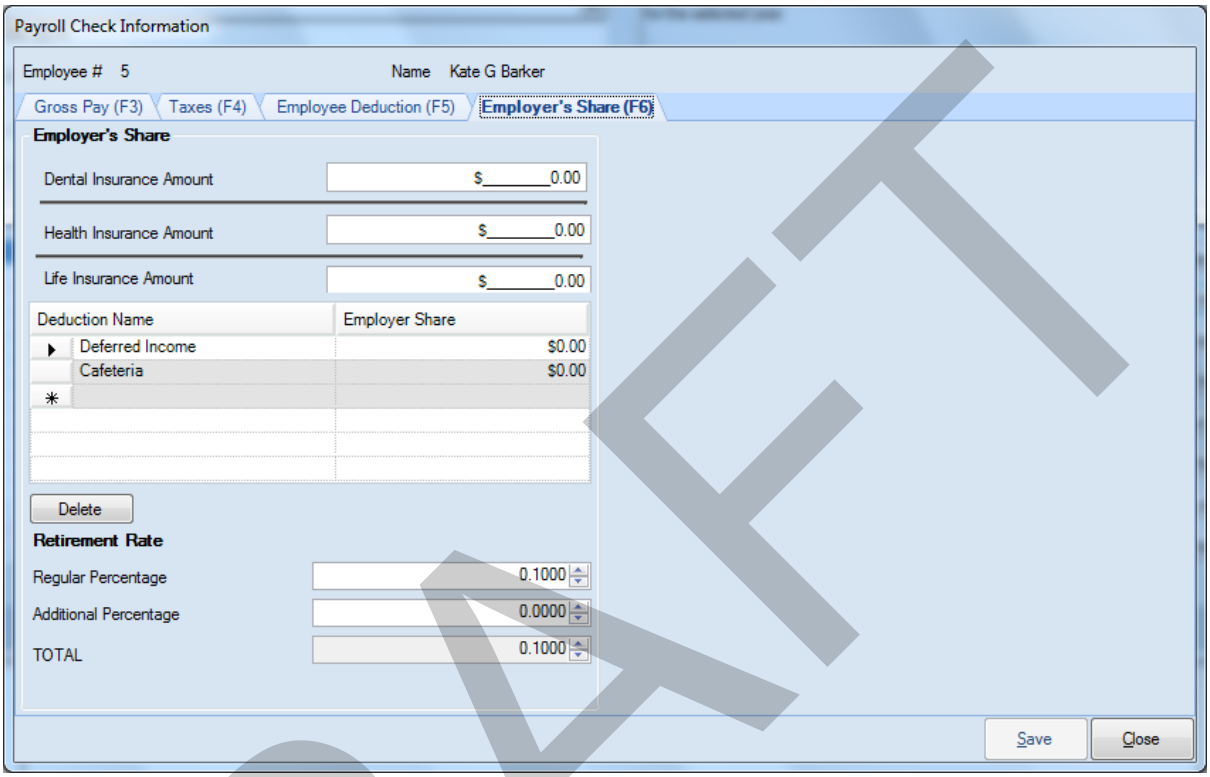
Payroll Periods: Entering Payroll Beginning Balances (continued)

Entering the Beginning Balances (continued)



When the Employer's Share screen appears:

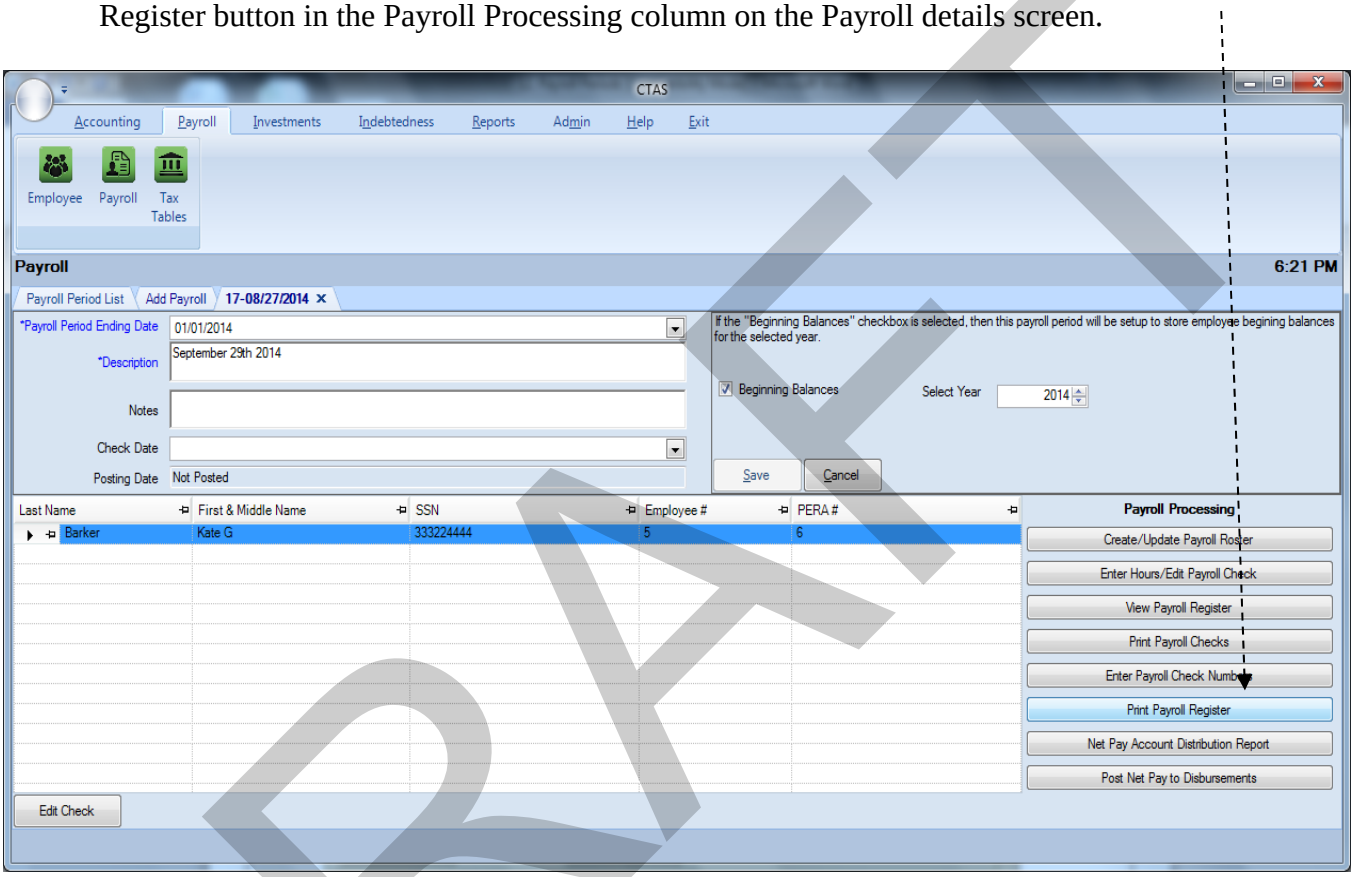
- Enter the total amount of the employer's share of health insurance in the Health Insurance Amount field.
- Enter the total amount of the employer's share of dental insurance in the Dental Insurance Amount field.
- Enter the total amount of the employer's share of life insurance in the Life Insurance Amount field.
- Enter the total amount of the employer's share of a cafeteria plan in the Cafeteria plan field.
- Enter any changes to the employer's percentage rate for retirement in the Retirement Rate area.
- Click the Save button, then the OK button. Select the next employee. Click the Save button then the OK button when the Beginning Balances information has been entered for all of the employees. Then, close the Payroll Check Information screen.

DRAFT

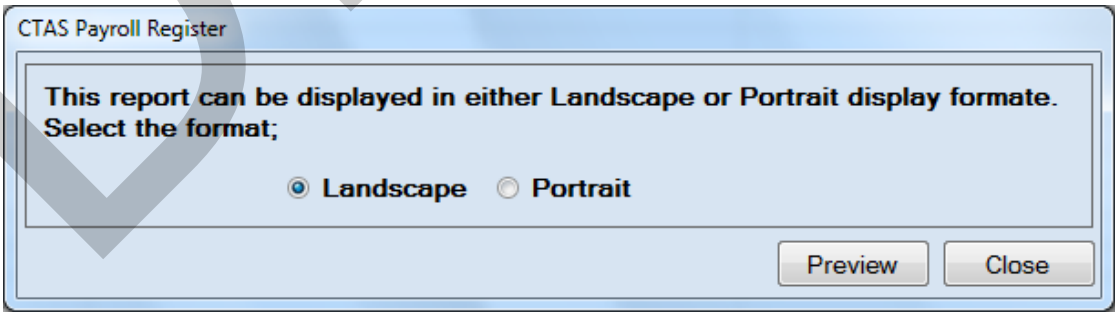
Payroll Periods: Entering Payroll Beginning Balances (continued)

Printing a Beginning Balances Payroll Register

The next step is to print a Payroll Register. The Payroll Register can be printed in either Landscape or Portrait format. To print the Payroll Register, click on the Print Payroll Register button in the Payroll Processing column on the Payroll details screen.



When the Print Payroll Register button has been clicked, the CTAS Payroll Register screen will appear:



- If you want the print preview to show the Payroll Register in the radio button option to select Landscape or Portrait format, click Preview.

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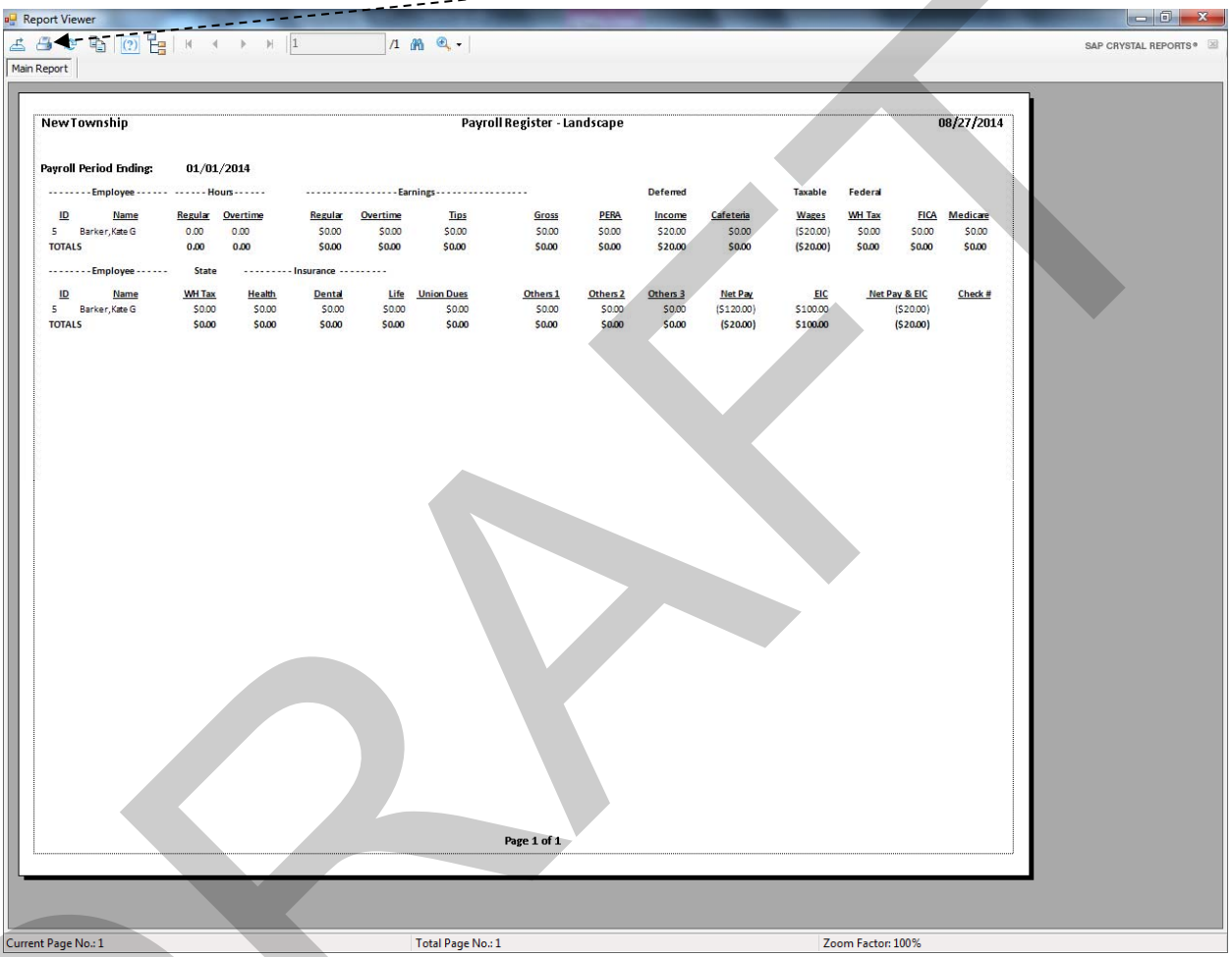
Payroll Periods: Entering Payroll Beginning Balances (continued)

Printing a Beginning Balances Payroll Register (continued)

- After reviewing the preview, click the Printer icon to begin printing the report.


Report Viewer
Main Report
SAP CRYSTAL REPORTS
NewTownship
Payroll Register - Landscape
08/27/2014
Payroll Period Ending: 01/01/2014
Employee Hours Earnings Deferred Taxable Federal
ID Name Regular Overtime Regular Overtime Tips Gross PERA Income Cafeteria Wages WH Tax FICA Medicare
5 Barker,Kate G 0.00 0.00 $0.00 $0.00 $0.00 $0.00 $0.00 $20.00 $0.00 ($20.00) $0.00 $0.00 $0.00
TOTALS 0.00 0.00 $0.00 $0.00 $0.00 $0.00 $0.00 $20.00 $0.00 ($20.00) $0.00 $0.00 $0.00
Employee State Insurance
ID Name WH Tax Health Dental Life Union Dues Others 1 Others 2 Others 3 Net Pay EIC Net Pay & EIC Check #
5 Barker,Kate G $0.00 $0.00 $0.00 $0.00 $0.00 $0.00 $0.00 $0.00 ($120.00) $100.00 ($20.00)
TOTALS $0.00 $0.00 $0.00 $0.00 $0.00 $0.00 $0.00 $0.00 ($20.00) $100.00 ($20.00)
Page 1 of 1
Current Page No.: 1
Total Page No.: 1
Zoom Factor: 100%

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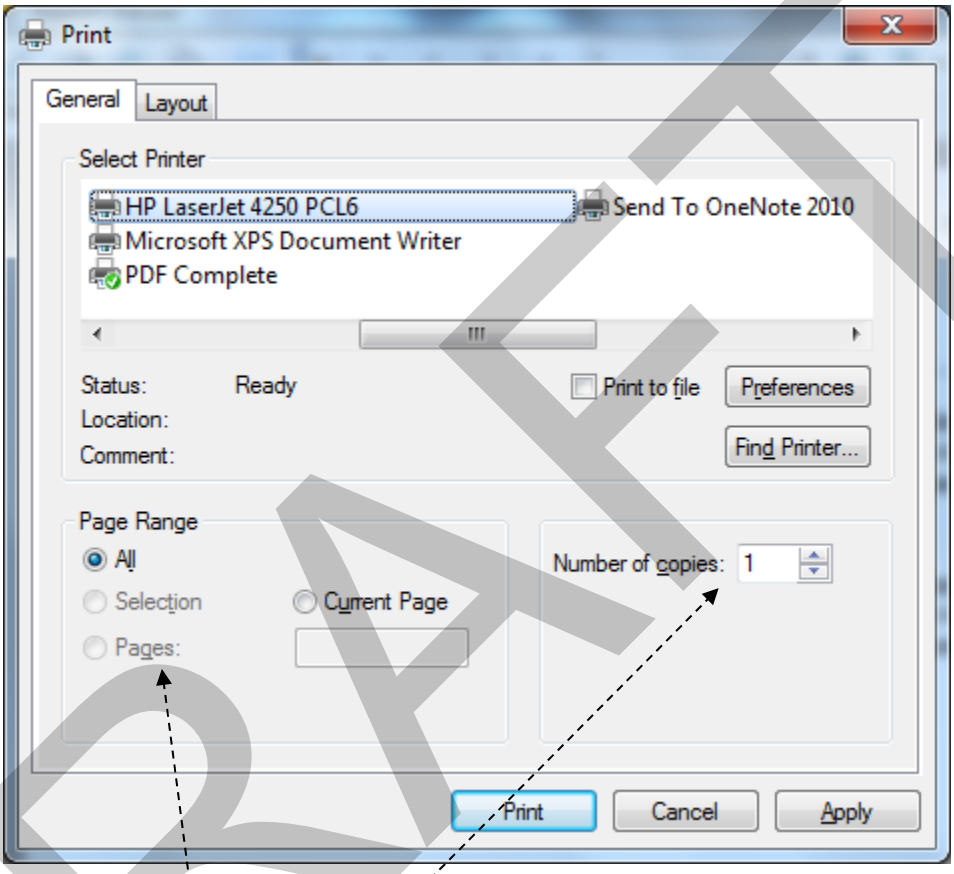
Payroll Periods: Entering Payroll Beginning Balances (continued)

Printing a Beginning Balances Payroll Register (continued)

- After clicking on the Printer icon, the Print screen appears:



By clicking the Pages radio button, you can choose to print only certain pages of the report. The Number of copies box allows you to enter the number of copies you would like printed. After selecting the printer details, click on the Print button to begin printing the report. A sample can be seen on the next page.

To return the Payroll details screen:

- Click the red "X" icon on the Report Viewer screen.
- Click the Close button on the Payroll Register screen.

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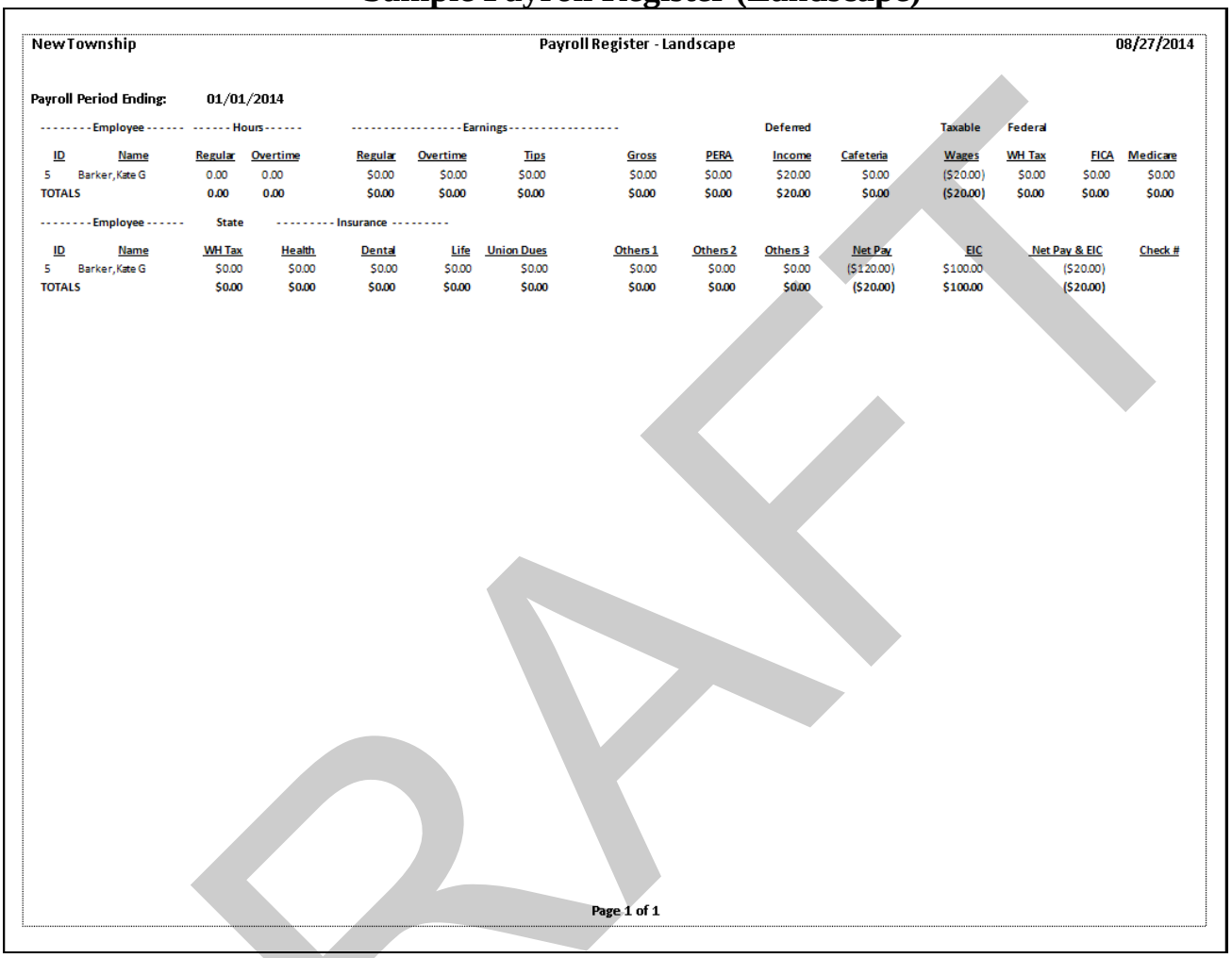
Payroll Periods: Entering Payroll Beginning Balances (continued)

Sample Payroll Register (Landscape)



New Township — Payroll Register - Landscape — 08/27/2014

Payroll Period Ending: 01/01/2014

Employee		Hours		Earnings					Deferred		Taxable	Federal		
ID	Name	Regular	Overtime	Regular	Overtime	Tips	Gross	PERA	Income	Cafeteria	Wages	WH Tax	FICA	Medicare
5	Barker,Kate G	0.00	0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$20.00	$0.00	($20.00)	$0.00	$0.00	$0.00
TOTALS		0.00	0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$20.00	$0.00	($20.00)	$0.00	$0.00	$0.00

Employee		State	Insurance										
ID	Name	WH Tax	Health	Dental	Life	Union Dues	Others 1	Others 2	Others 3	Net Pay	EIC	Net Pay & EIC	Check #
5	Barker,Kate G	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	($120.00)	$100.00	($20.00)	
TOTALS		$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	($20.00)	$100.00	($20.00)	

Page 1 of 1

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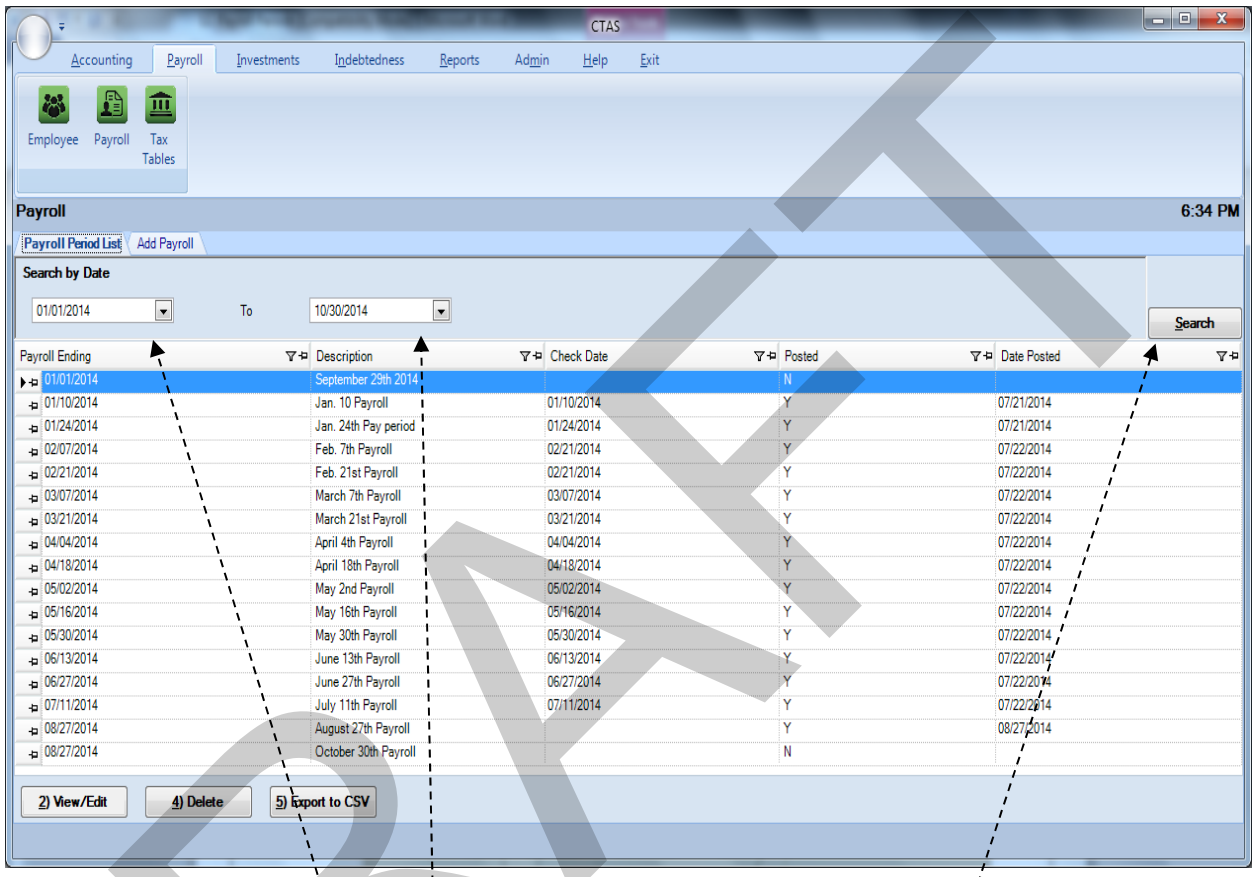
Payroll Periods: Using the Search Feature

In the Payroll Period List section, you can search for payroll periods by date. The default date search is from the January 1 to today of the current year.



To select a range of search dates:

- Click on the first date field and enter a new date, or use the calendar by clicking on the down arrow at the end of the field.
- Click on the second date field and enter a new date or choose a date from the calendar by clicking on the down arrow at the end of the field.
- After choosing the date range, click the Search button.
- Payroll periods meeting the date criteria will be displayed.

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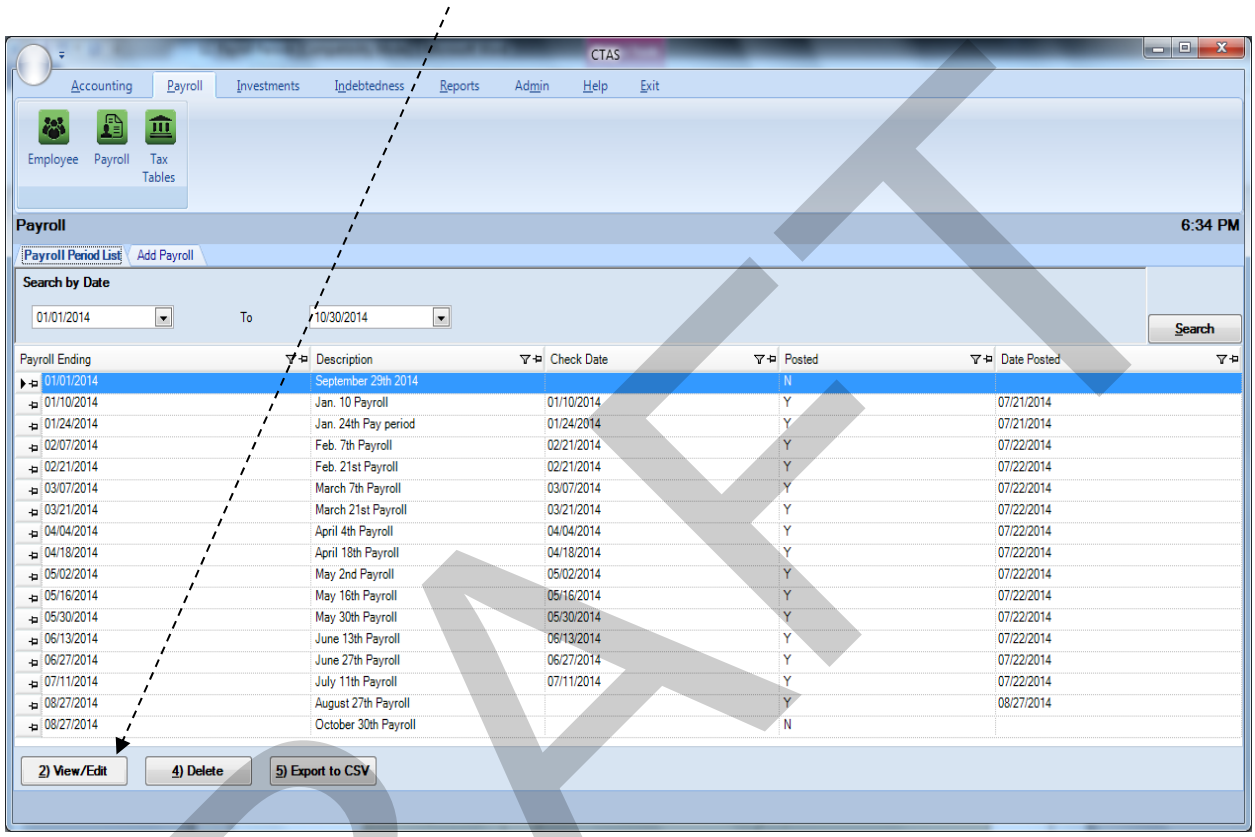
Payroll Periods: Changing the Payroll Information

To change (edit) the information for a payroll period, highlight the payroll period you wish to change and click the View/Edit button on the Payroll Period List screen.



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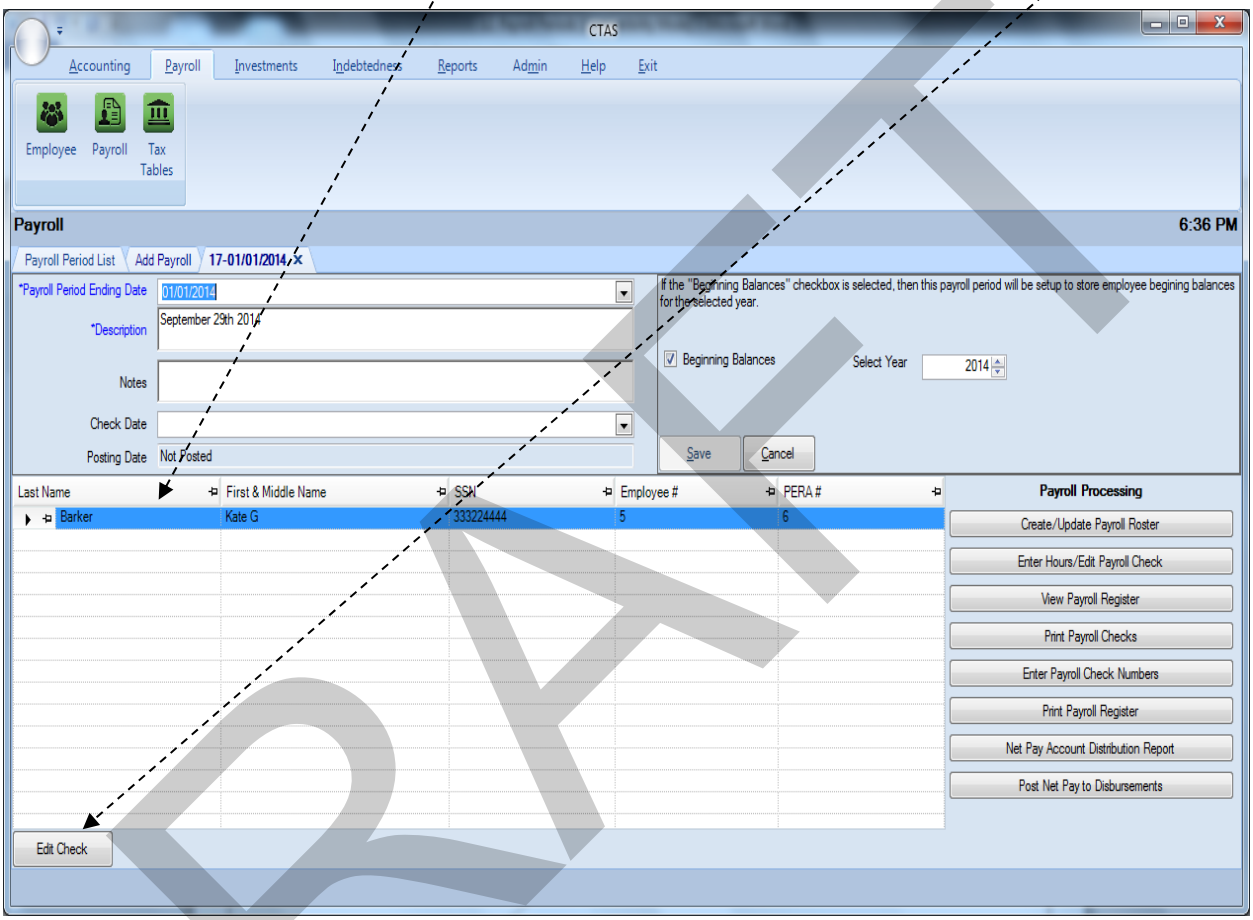
Payroll Periods: Changing the Payroll Information (continued)

After the View/Edit button has been clicked, the Payroll details screen will appear. To change the information for an employee, highlight the employee's information and click the Edit Check button.



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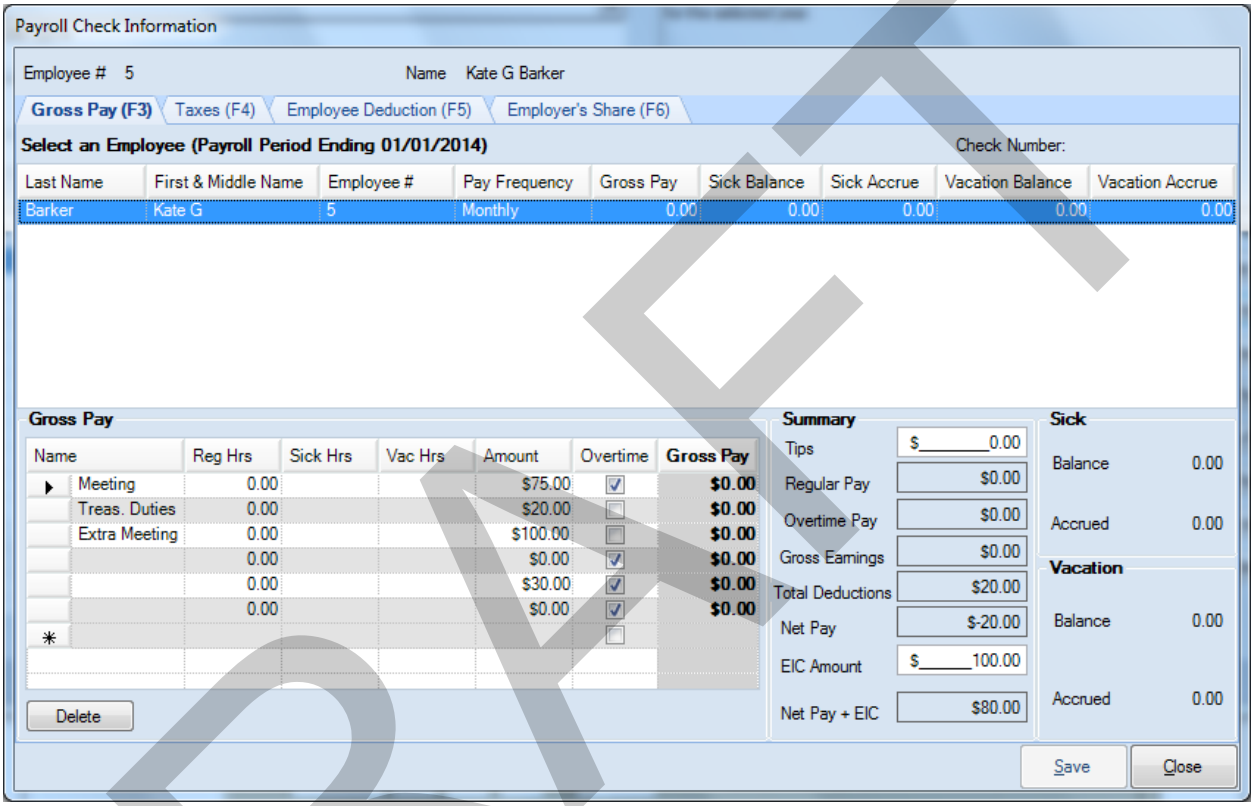
Payroll Periods: Changing the Payroll Information (continued)

After clicking Edit Check button, the Payroll Check Information screen will appear. You can then make any changes to the payroll until the payroll has been posted. Once a payroll has been posted, the only changes you can make are to remove an employee from the payroll roster or change the check date.



Instructions on entering payroll information on each tab can be found in Chapter 11 of this manual, Employee Information.

After entering the information, click the Save button.

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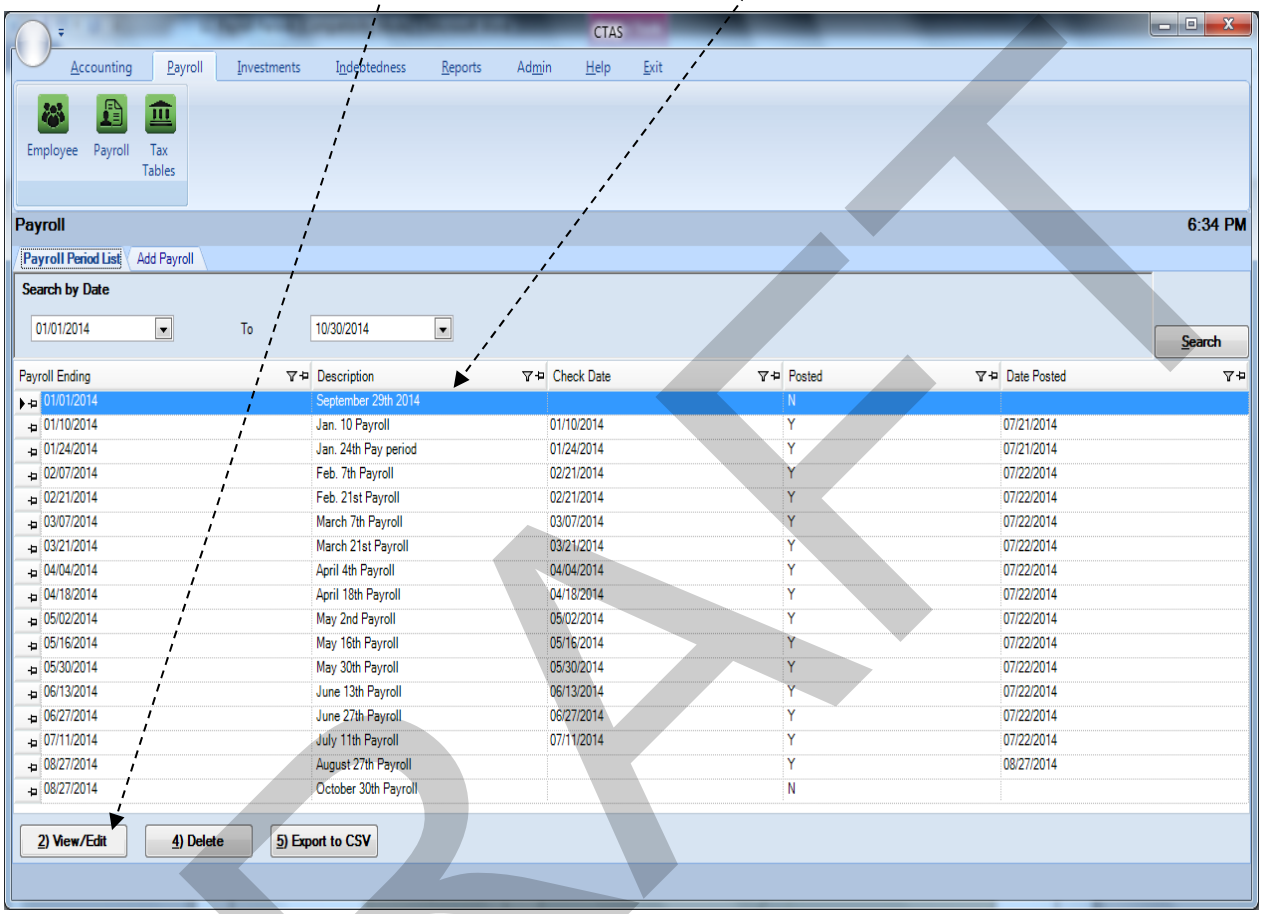
Payroll Periods: Changing the Payroll Period Date

To change the Payroll Period Ending Date, highlight the payroll period you wish to change and click the View/Edit button.



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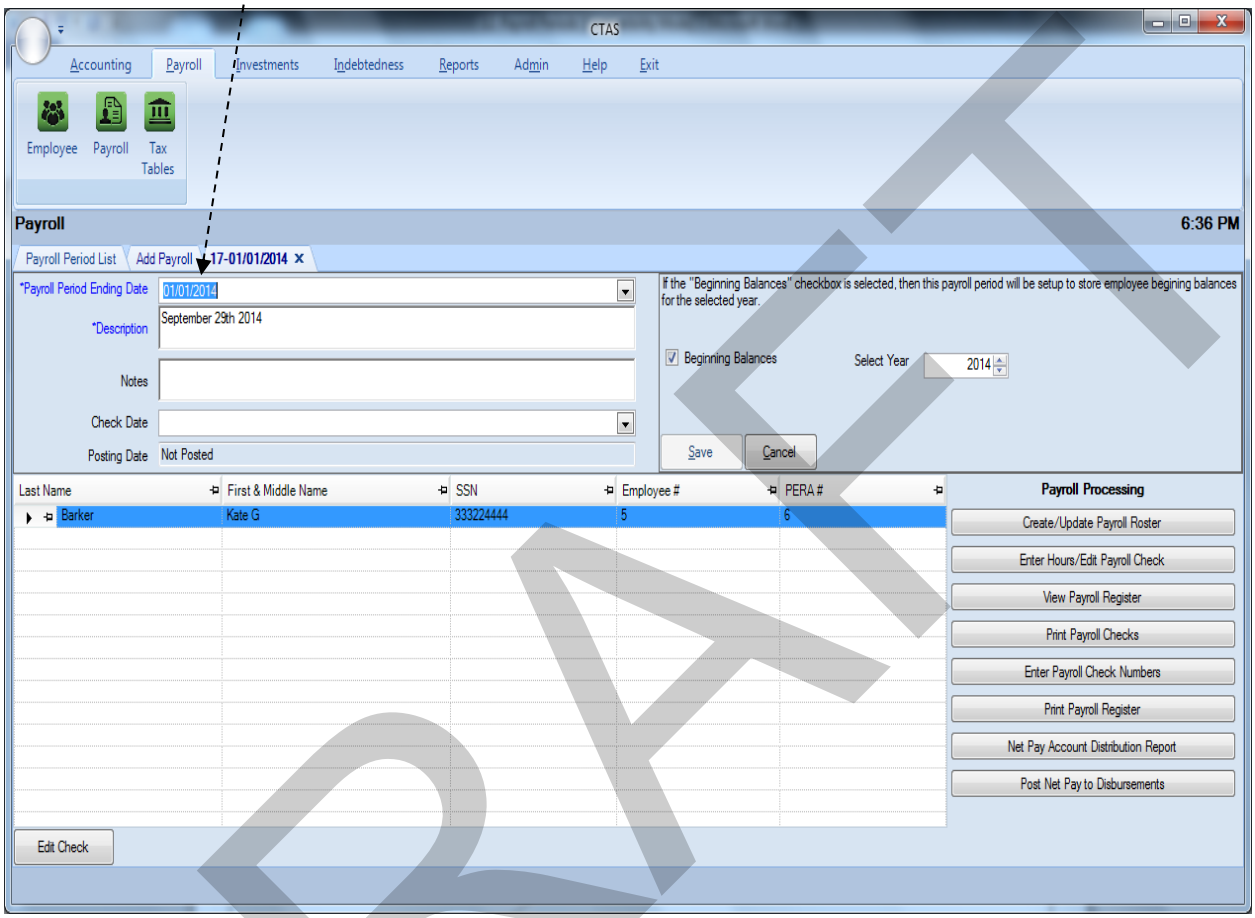
Payroll Periods: Changing the Payroll Period Date (continued)

After the Edit option is selected, the Payroll details screen will appear. Click and edit the Payroll Period Ending Date, then select the Save button.



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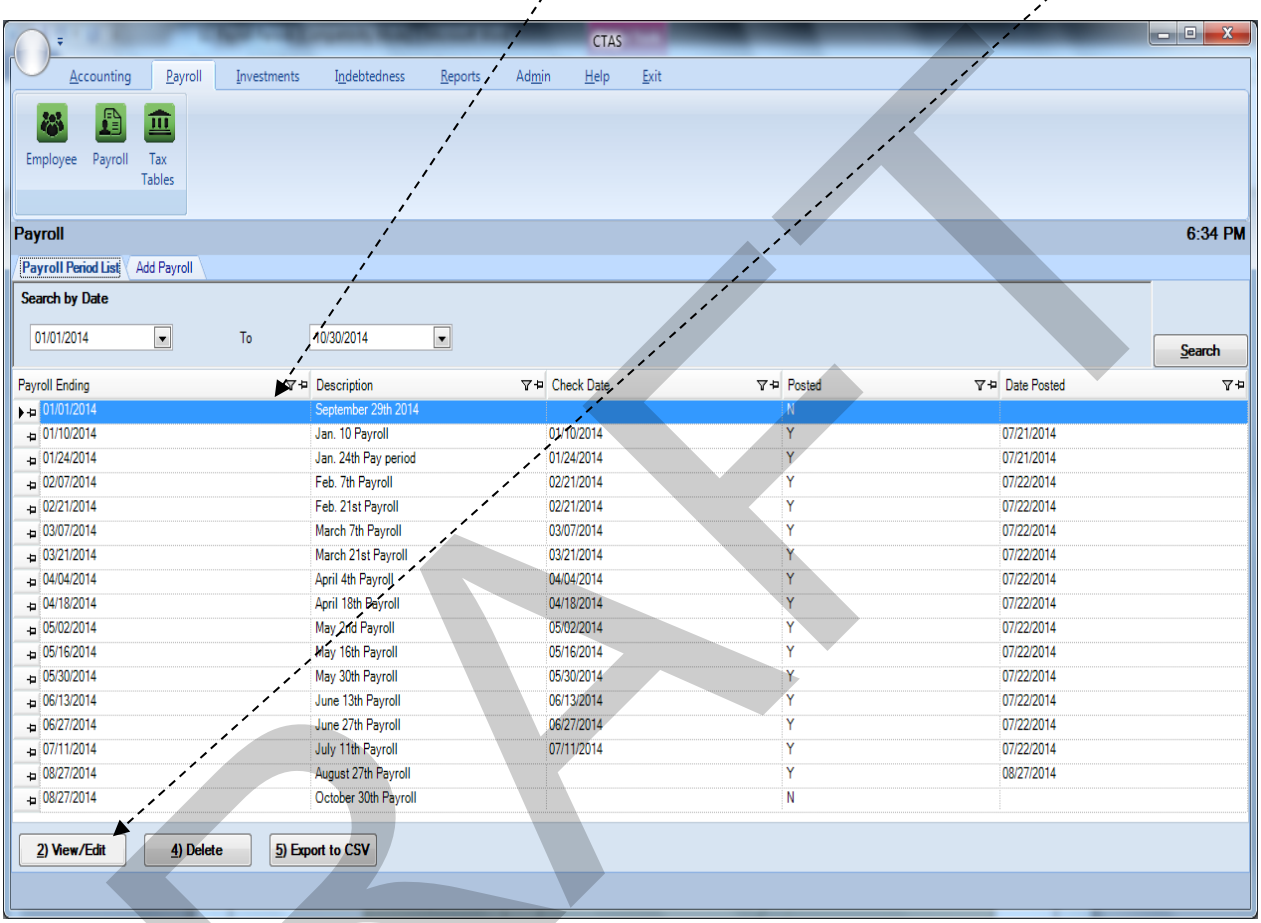
Payroll Periods: Changing the Payroll Check Date

To change the payroll check date, highlight the payroll period and click the View/Edit button on the Payroll Period List screen.



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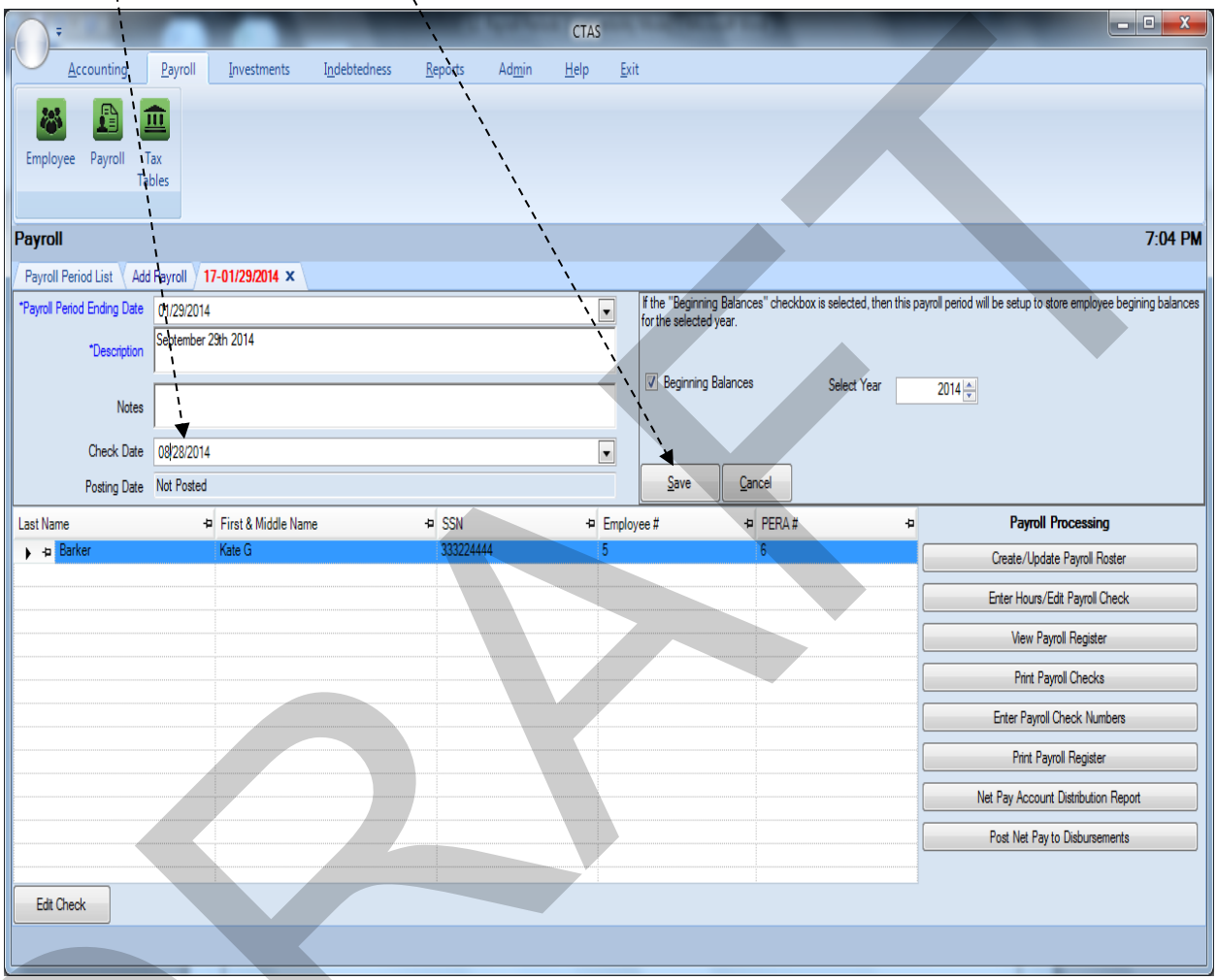
Payroll Periods: Changing the Payroll Check Date (continued)

After the View/Edit tab is selected, the Payroll details screen will appear. Edit the payroll check date, then select the Save button.



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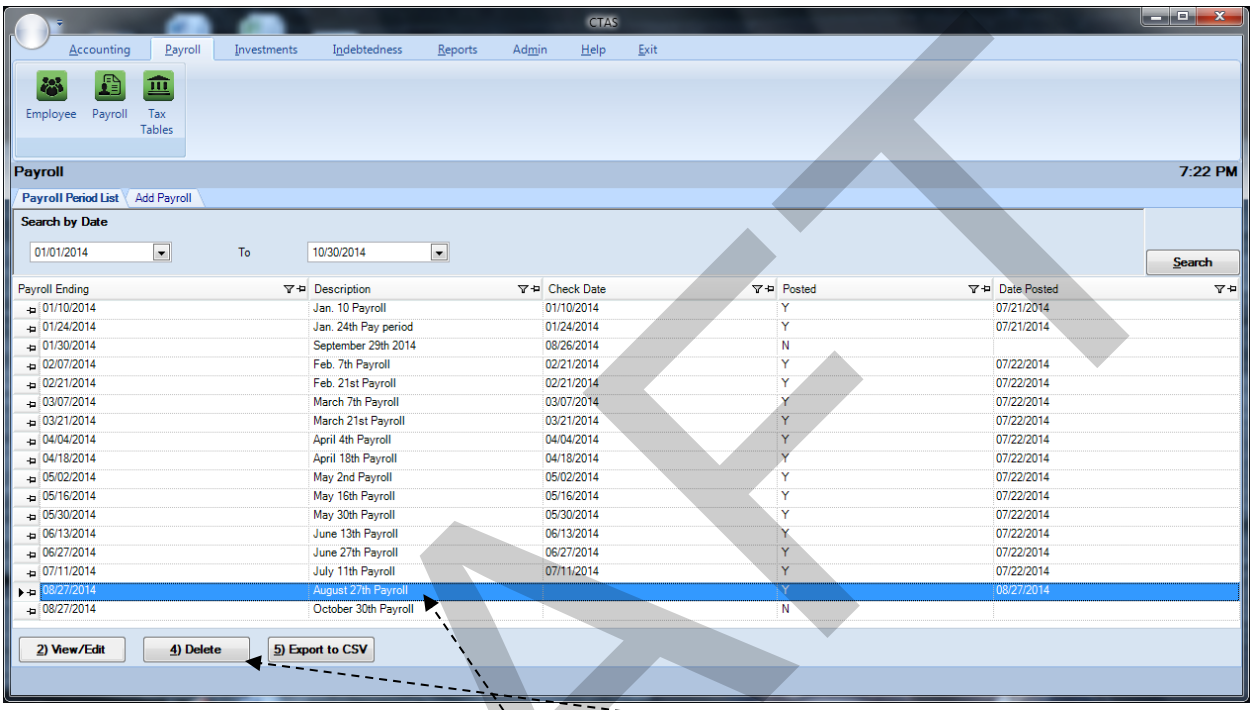
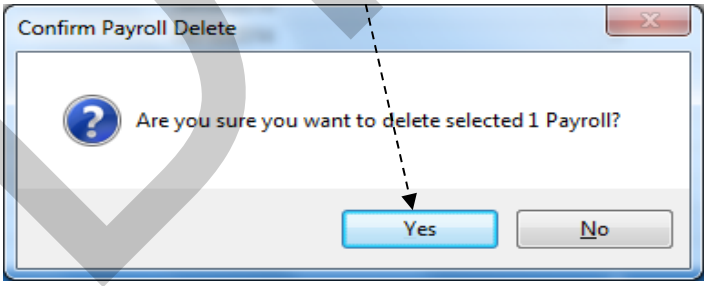
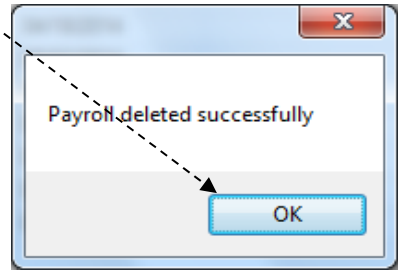
Payroll Periods: Deleting a Payroll Period

The need to delete a payroll period could occur if errors were made when the payroll was entered.



- To delete a payroll period, highlight the payroll period and click the Delete button on the Payroll Period List tab.
- After the Delete option is selected, the Confirm Payroll Delete screen will appear (see below, left).
- Click on the Yes button to delete the payroll period.
- You will then receive a screen message (see below, right) that indicates the payroll period was deleted. Click the OK button to complete the process.





Note: If the payroll period had been posted, you will also need to delete the disbursements associated with this payroll period.

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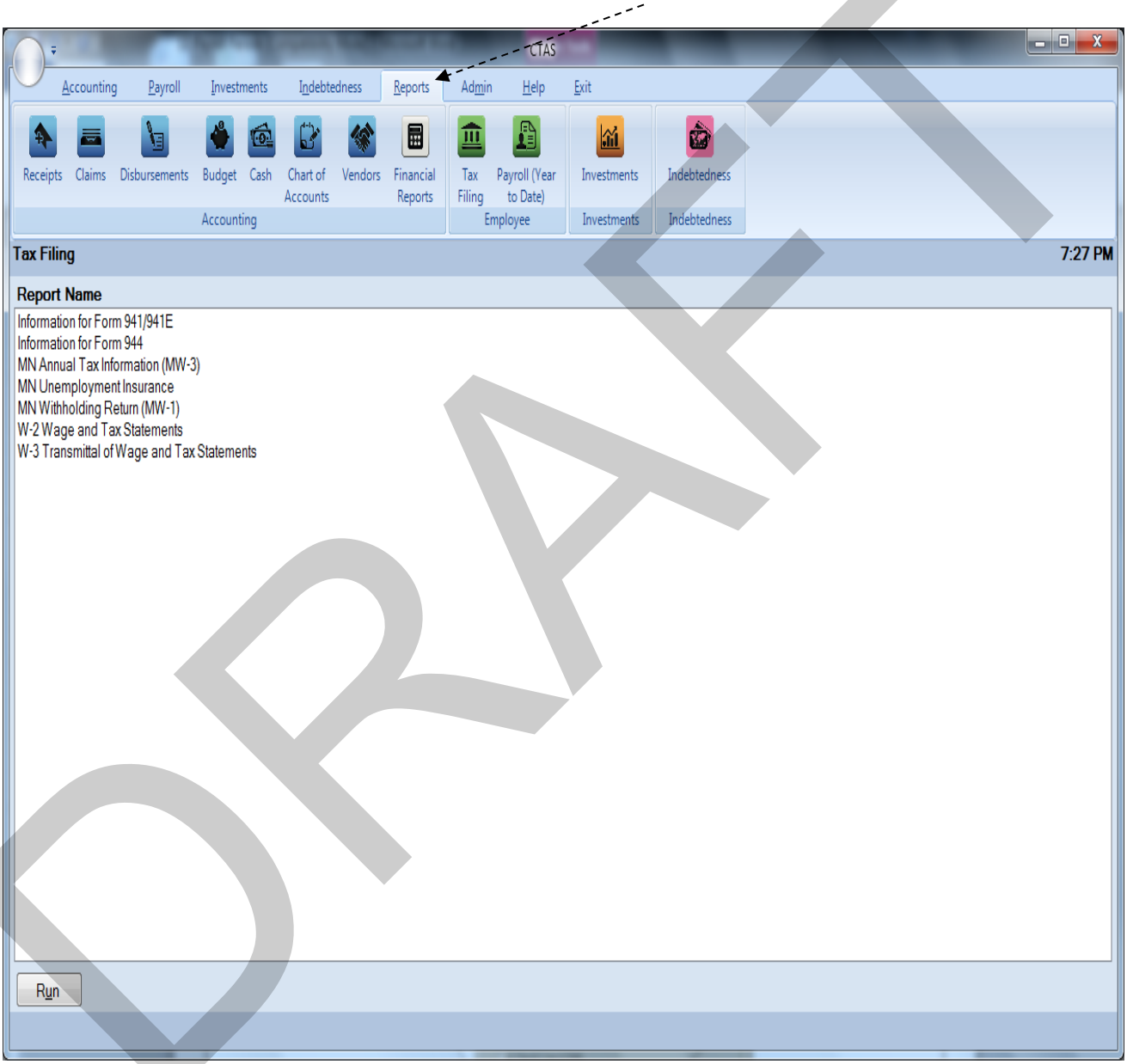
Payroll Periods: Printing Reports

There are seven reports that you can create and print from the Payroll Tax Filing icon. They are the Information for Form 941/941E, Information for Form 944, MN Annual Tax Information (MW-3), MN Unemployment Insurance, MN Withholding Return (MW-1), W-2 Wage and Tax Statements, and W-3 Transmittal of Wage and Tax Statements. To select a report you want to create, click on the Reports tab in the Task Bar.



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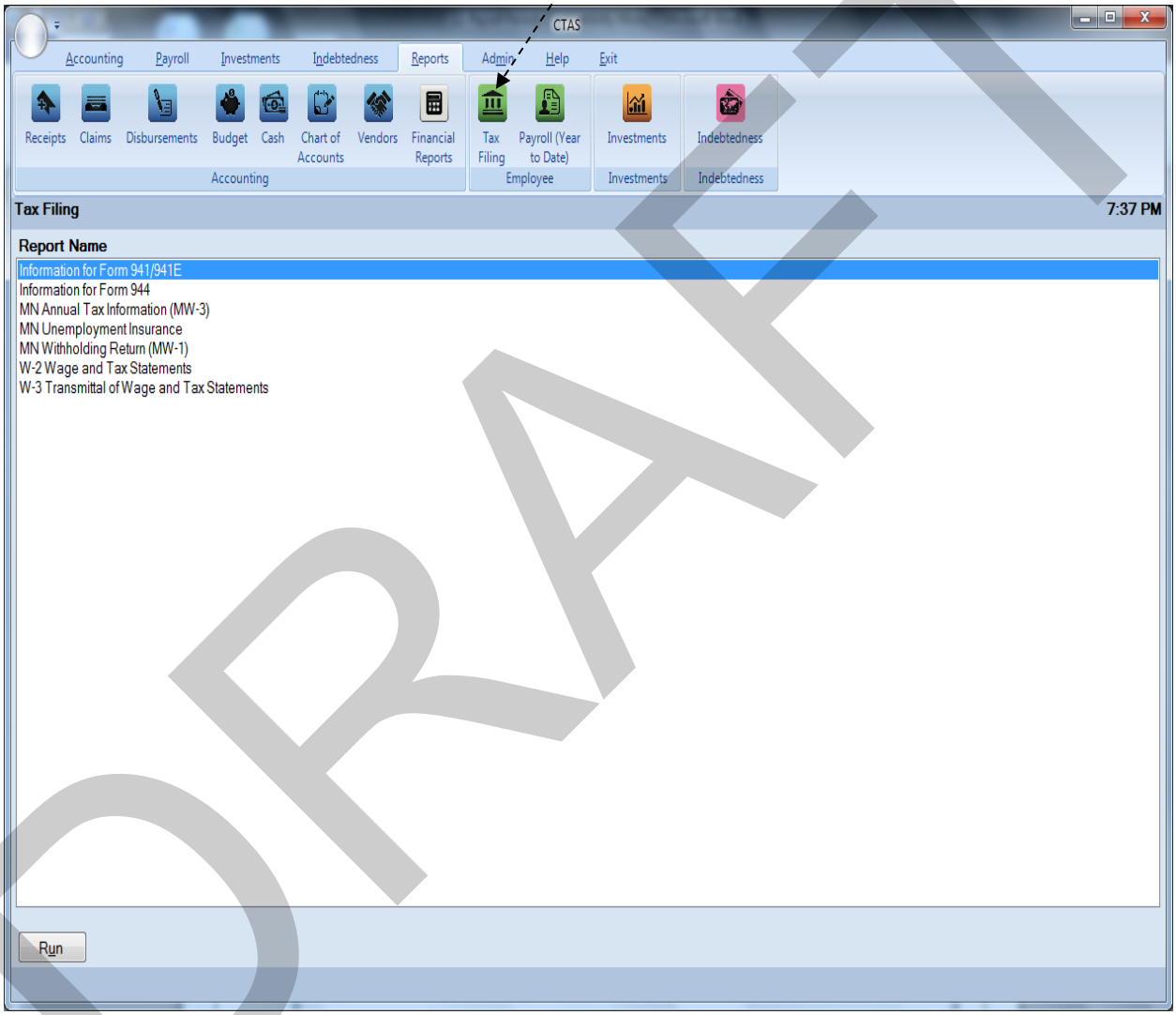
Payroll Periods: Printing Reports (continued)

A Reports screen will appear listing the several sub-menu reports sections - segmented into categories of reports. Select the Tax Filing icon.

The list of seven reports will be appear. To run a report, highlight the report and click the Run button. Information on how to create and print each report can be found in Chapter 13 (Tax Filing) of this manual.



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